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: must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. NB: Please ensure that your application reaches this office before 17h00 on week-days.

CLOSING DATE: 30 August 2019

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Certified copies should not be more than 3 months old. Former employees who left the Public Service earlier on condition that they would not accept re-appointment or due to ill health and cannot provide sufficient evidence of recovery should not apply. Late, faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Late, faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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 to the shortlisted candidates. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance.

MANAGEMENT ECHELON

POST 29/47: EXECUTIVE DIRECTOR INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE REF NO: IPIDEXC/01/2019
(Five Year Contract)

SALARY: R1 521 591 per annum (All-inclusive package). Allowance 10% HOD Allowance

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or equivalent (NQF level 7) and a postgraduate qualification (NQF level 8) with extensive management experience in the Public Sector. Strategic capability, leadership and management skills. Financial and people management and proven leadership skills. At least 8 years relevant experience of which 8 years must have been at a Senior Management level in the Public Sector. Knowledge and skills in Change management. Service delivery innovation. Problem-solving and analytical skills. Cultivating a high performance culture with a transformation propensity. Good communication, presentation and networking skills. Sound knowledge of the Criminal Justice System. Understanding of Public Service policy and legislative framework. The applicant must be able to work with honesty and integrity and act without fear of favor. The successful candidate will be directly responsible to the Minister of Police.

DUTIES: Provide strategic direction to the IPID at the national and provincial levels and provide guidelines on the investigation and management of cases by IPID members as mandated by the IPID Act. Provide guidelines on the investigation and management of cases by IPID members. Ensure investigation of cases and to perform any other function incidental to such investigations. Notify the Minister on the prosecution thereof and provide a copy thereof to the Secretary for Police Service. Consult with the Minister from time to time on matters that have significant
public or Parliamentary interest. Develop and maintain sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with relevant oversight structures on behalf of the Minister or in support of the Minister. Provide required support to the Minister for policies and activities of the Department. Manage the complaints laid against members of South African Police Service and Municipal Police Service. Oversee the conducting of investigations against members of South African Police Service and Municipal Police Service. Make recommendations to the South African Police Service and Municipal Police Service resulting from investigations done by the Directorate. Report twice a year to Parliament on the number and type of cases investigated, the recommendations, the detail and outcome of those recommendations. Ensure compliance in all obligations and responsibility with the Public Finance Management Act and the Public Service Act as an Accounting Officer and Head of the Department.

ENQUIRIES
: Ms. Tebogo Mabitsi Tel No: (012) 393 2507

OTHER POST

POST 29/48
: ADMINISTRATION CLERK REF NO: Q9/2019/21 (X2 POSTS)

SALARY
: R173 703 per annum (Level 05)

CENTRE
: Pretoria

REQUIREMENTS
: A grade 12 certificate or equivalent. Knowledge requirements: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills and Competencies: Good verbal & written communication, Interpersonal relations, flexibility, teamwork, computer, planning and organising.

DUTIES
: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Stock control of office stationery. Keep and maintain the asset register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure in the component.

ENQUIRIES
: Mr R Mamabolo at Tel No: (012) 339 0019

FOR ATTENTION
: Ms P Mereko

APPLICATIONS
: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001

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.

**CLOSING DATE** : 30 August 2019 at 16h30