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 : 04 October 2019

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 34/44 : ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: Q9/2019/25

SALARY : R376 596 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A relevant NQF 7 Bachelor’s degree or equivalent qualification in Workplace Ethics or Social Sciences Driver’s license 3 year’s relevant experience at supervisory level in ethics management Knowledge Requirements: Knowledge of whistle blowing legislation Understanding of the safety and security environment Skills and competencies: Strong leadership skills Good communication skills Conflict Management skills Computer literacy Language skills Analytical skills Presentation skills.

DUTIES : To implement the ethics office’s function and maintain structural measures of creating an ethical climate within the department Conduct workshops on ethics management and fraud prevention to IPID employees and maintain awareness and communication thereof. Maintain a register on complaints and fraud allegation reported to the ethics office. Monitoring and evaluate the effectiveness of the ethics management programme of the IPID. Facilitate the employee declaration process and maintenance of gift register.

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

ENQUIRIES : Ms M Mothoagae at Tel No: (012) 339 0021

FOR ATTENTION : Ms P Mereko at Tel No: (012) 399 0189

POST 34/45 : ASSISTANT DIRECTOR: ICT REF NO: Q9/2019/26

SALARY : R376 596 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A three-year degree or National Diploma in Computer Science or related field. The candidate should also have formal qualification in Information Technology such as
N+, A+, and MCSE Three to five years in IT Networks and Service Desk management.

**DUTIES**
Performing operational duties, ensuring that computer hardware and software systems within the department are well maintained to perform efficiency, and effectively by monitoring of active data network or converged infrastructure and related network equipment. Supervising Service Desk to ensure that ICT team support end-users with their logged incidents relating to network systems to enhance performance in their daily tasks. Ensure that all faulty equipment is fixed or referred to service providers and register is properly kept and update on repairs. Ensure that all computer/servers are updated with latest patches/service packs/latest anti-virus definitions. Analyse events logs on the system and resolve any problems that are identified. Ensure that Case Management System Servers are running and updated on a regular basis.

**ENQUIRIES**
Mr T Tsotetsi at Tel No: (012) 339 0009

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

**FOR ATTENTION**
Ms P Mereko at Tel No: (012) 399 0189

**POST 34/46**
**PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALISED INVESTIGATION TEAM) REF NO: Q9/2019/27**

**SALARY**
R376 596 per annum (Level 09) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

**CENTRE**
Pretoria (National Office)

**REQUIREMENTS**
A Matric with six to ten years proven experience in the criminal justice system. Criminal investigation experience relating to specialised investigations (corruption, racketeering and money laundering, surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in special weapons and tactics will be a strong recommendation. A valid driver’s license and the ability to drive. Completed firearm competency training and willingness to carry an official firearm if needed/required/requested. Experience in specialised investigations and project management. Knowledge requirements: Through knowledge and understanding of criminal Law and the Criminal Procedure Act and other legislation. Knowledge of human rights and government’s broad transformation objectives and initiatives. Knowledge of investigative systems and procedures. Sound knowledge of compliance practices and prescripts. Familiar with criminal investigation processes. Skills and Competencies: Project Management skills. Competency literacy. The ability to work under pressure. Available on short notice to perform duties. Willing to travel on short notice. Report writing skills. Written and verbal communication skills.

**DUTIES**
Undertake specialised investigations (Investigative Projects) that might require the official to be away from the office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigations. Responsibility for the safeguarding and protection of witnesses and investigations where necessary.

**ENQUIRIES**
Mr J Baloyi at Tel No: (012) 339 0067

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

**FOR ATTENTION**
Ms P Mereko at Tel No: (012) 399 0189

**POST 34/47**
**SENIOR INVESTIGATOR REF NO: Q9/2019/28**

**SALARY**
R316 791 per annum (Level 08) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

**CENTRE**
Western Cape (Bellville)

**REQUIREMENTS**
To be considered for this position, a candidate must be in possession of a Grade 12 or a relevant diploma/degree in law/policing, and should at least have three (3) years proven experience in criminal investigations. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and
written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 driver’s license and be able to drive a motor vehicle. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

**DUTIES**

His/her duties will entail amongst others, supervision of investigators and learner investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES**

Mr GJ Trussell Tel No: (021) 941 4800

**APPLICATIONS**

Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, first floor, Corner of Petrusa & Mazzur Streets, Bellville 7530.

**FOR ATTENTION**

Ms N Matintela Tel No: (021) 941 4800

**POST 34/48**

INVESTIGATOR REF NO: Q9/2019/29

**SALARY**

R257 508 per annum (Level 07) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

**CENTRE**

Eastern Cape (Bellville)

**REQUIREMENTS**

A Grade 12 certificate or relevant diploma/degree in Law or 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, etcetera, compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Update electronically the status of each case on the database.

**ENQUIRIES**

Mr GJ Trussell Tel No: (021) 941 4800

**APPLICATIONS**

Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, first floor, Corner of Petrusa & Mazzur Streets, Bellville 7530.

**FOR ATTENTION**

Ms N Matintela Tel No: (021) 941 4800

**POST 34/49**

ADMINISTRATION CLERK REF NO: Q9/2019/30

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**

A grade 12 certificate. 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 and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.

**DUTIES:**
- Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (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. 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.

**ENQUIRIES:** Ms L Booi Tel No: (043) 707 7200

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 9085, East London 5200 or, hand deliver to No. 3-33 Waverly Office Park, Phillip Frame Road, Chislehurst East London, 5201

**FOR ATTENTION:** Ms N Mtyida Tel No: (043) 707 7200

**POST 34/50:** SUPPLY CHAIN MANAGEMENT CLERK REF NO: Q9/2019/31

**SALARY:** R173 703 per annum (Level 05)

**CENTRE:** National office Pretoria

**REQUIREMENTS:** The ideal candidate must be in position of a senior certificate (Grade 12) Computer literate, flexibility, planning and organizing, interpersonal relations and Good verbal and written communication skills. Knowledge Basic knowledge of supply chain 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.

**DUTIES:** Render asset management clerical support: Compile and maintain records (e.g. asset records/databases) Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Please orders issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers/databases. Receive request for goods from end users. Issue goods to end users. Update and maintain register of suppliers.

**ENQUIRIES:** Mr M Gqalane at Tel No: (012) 399 0103

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

**FOR ATTENTION:** Ms P Mereko at Tel No: (012) 399 0189