ANNEXURE A

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks.

APPLICATIONS

must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius, Van Eskom Arcade building 7th floor, Pretoria at the Reception.

CLOSING DATE

01 November 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 or recruitment office within the Secretariat for Police Service All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded 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 be communicated by the Department 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 The Office of the Directorate for Priority Crimes Investigation Judge has the right not to fill the post The Posts of Director and Executive Assistant are based in Pretoria and that of Assistant Director: Investigation is based in Cape Town. NB: Please ensure that your application reaches this office before 17h00 on week days.

MANAGEMENT ECHELON

POST 37/01

DIRECTOR: OFFICE OF THE DPCI JUDGE REF NO: CSP/07/2019

SALARY

R1 057 326 per annum (All inclusive package)

CENTRE

Pretoria

REQUIREMENTS

Bachelor’s Degree or Advanced diploma in Law or Administration or equivalent qualification Five (5) years middle management/senior managerial level experience Inherent requirements: Strategy Capability and Leadership, People management empowerment, Programme and project management, Financial Management, Change management Knowledge of the relevant legislative framework including but not limited to the Constitution of RSA Act 108 of 1996, Criminal Procedure Act, No: 51 of 1977 and Section 17L of SAPS Act No:68 of 1995 as amended Knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of investigative systems and procedures, Human rights and government broad transformation objectives and initiatives. A sound knowledge of and interpretation of Constitutional Law. Computer Literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills, negotiation skills, people and diversity management skills. Strategic and analytical skills. Sound
financial management skills Report writing skills Presentation skills Research skills Project management skills. Valid driver’s license.

**DUTIES**
Ensuring alignment and integration of divisional strategic and operational plans with the MTEF. Ensure the coordination of strategic planning sessions, events and processes as aligned with the government wide budgeting and planning cycle. Manage the office budget plans. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Office of the DPCI Judge. Ensure effective management of external contractors and suppliers Act as custodian of Financial Management and Financial Risk Management within the Office. Develop and maintain monitoring and evaluation tools, standards and guidelines. Manage the investigations of complaints by investigators to ensure that investigations of cases are finalised within turnaround times. Manage the investigations of high profile cases and media related cases Give directives to investigators regarding investigations of complaints. Monitor the effective implementation of recommendation made by the Judge Drafting reports as required by Parliament and other stakeholders as well as follow up with requests Compile Reports e.g Monthly, Quartely, Half-Yearly, Annual Reports and Management Reports. Develop systems reports to determine gaps for analysis and suggest changes as required Manage and oversee coordination of interventions for improved performance of staff members and units. Develop marketing strategy/communication plan for the office. Conduct awareness campaigns to promote the role and functions of the DPCI Judge Conduct stakeholder meetings Manage relationships with key stakeholders ensuring implementation of the prescripts, policies, and procedures. Develop and maintain coherent systems and framework for stakeholder engagement coordinate performance review sessions. Develop and maintain departmental year planner acting as information and communication channel for the office Management of resources (human and financial).

**ENQUIRIES**
Lerato Maisela Tel No: (012) 393 1916

**OTHER POSTS**

**POST 37/02**
**ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI JUDGE**
**REF NO:** CSP/11/2019

**SALARY**
R470 040 per annum

**CENTRE**
Cape Town

**REQUIREMENTS**
National Diploma or Bachelor Degree in Law/Policing or equivalent qualification 3-5 years’ working experience in the management of criminal investigations Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government’s broad transformation objectives and initiatives, Performance Management and Development System in the Public Service Understanding the confidentiality of documents Knowledge of Government prescripts Public Finance Management Act Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills Analytical and decision making skills, problem solving skills, influential skills.

**DUTIES**
Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge’s mandate Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the
Judge. Brief the Judge on the imminent action required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

ENQUIRIES: Ms NM Sefiti/Mr S Matsapola Tel No: (012) 393 4359/2500

POST 37/03: EXECUTIVE ASSISTANT REF NO: CSP/12/2019

SALARY: R376 596 per annum

CENTRE: Pretoria


DUTIES: Ensure an effective flow of information and documents from the Office of the DPCI Judge. Safekeeping of all documentation, scrutinise routine submissions/reports and make notes and/or recommendations for the DPCI Judge. Coordinate travel arrangements and submit subsistence and travel claims, schedules and manage appointments. Coordinate and administer leave register and telephone accounts for the office of Judge. Record minutes/decisions and communicate with relevant role players. Prepare briefing notes for the DPCI Judge. Update office’s library and coordinate logistical arrangements for meetings when required. Administer the Demand management plan of the Office of the DPCI Judge. Administer the budget of the Office of the Judge by collecting and coordinate all documents in relation to the budget of the Office Monitor expenditure and alert the DPCI Judge of the possible over and under spending. Check and verify financial reports. Compilation of various submissions/memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilization of the funds. Conduct legal research and handle queries from internal and external clients.

ENQUIRIES: Ms NM Sefiti/Mr S Matsapola Tel No: (012) 393 4359/2500