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 November 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 37/31: INVESTIGATOR REF NO: Q9/2019/35

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: North West (Mafikeng)

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, and 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 : MS M Molefhe at Tel No: (018)397 2500
APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X2017, Mahikeng 2745 or, hand deliver to No 1 Station Road Molopo Shopping Centre Mahikeng 2745.
FOR ATTENTION : Ms L Maamogwa at Tel No: (018)397 2500

POST 37/32 : DATABASE CLERK (X2 POSTS)

SALARY : R173 703 per annum (Level 05) the successful candidate will be required to sign a performance agreement.
CENTRE : Western Cape (Bellville) Ref No: Q9/2019/36
Eastern Cape (East London) Ref No: Q9/2019/37

REQUIREMENTS : A grade 12 certificate One (1) to two (2) years’ clerical/administration experience a valid driver’s license and the ability to drive will be an added advantage. Skills and Competencies: PC skills, Sound interpersonal skills, reports writing skills, Interpersonal skills, advanced typing skills, Basic numeracy skills, Basic literacy skills. Basic language skills.

DUTIES : Update case files Update case developments on the database Typing of documents, memoranda and reports, Follow up on case developments with investigators. Update registers. Record keeping/filling of documentation.

ENQUIRIES : Western Cape Mr GJ Trussell Tel No: (021) 941 4800
Eastern Cape: Ms L Booi Tel No: 043 707 7200
APPLICATIONS : Western Cape: 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.
Eastern Cape: 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 : Western Cape Ms N Matintela Tel No: (021) 941 4800
Eastern Cape Ms N Mtyida Tel No: 043 707 7200

POST 37/33 : ADMINISTRATION CLERK REF NO: Q9/2019/38

SALARY : R173 703 per annum (Level 05) the successful candidate will be required to sign a performance agreement.
CENTRE : North West (Mafikeng)

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.

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: Stock control of office stationery. Keep and maintain the asset register of 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.

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