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 : 22 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). Faxed applications will not be accepted. 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.

MANAGEMENT ECHELON

POST 40/18 : DIRECTOR: COMMUNICATION AND MARKETING REF NO: Q9/2019/39

SALARY : R1 057 326 per annum (Level 13)
CENTRE : Pretoria (National Office)
REQUIREMENTS : An (NQF 7) Degree in Communication, Marketing, Public Relations or Journalism as recognised by SAQA. 5 years’ experience at Middle Management Services (MMS) level in the communications environment. A valid driver’s license. Knowledge requirements: Knowledge and understanding of the IPID Act, PFMA, and other relevant legislation and regulations that govern the Public Service. Advanced knowledge of integrated marketing and communications, media relations and special events planning and coordination. Understanding of the key priorities of government. Multilingualism will be an added advantage. Skills and competencies: Strategic capability and leadership skills. Analytical thinking, Planning and organising. Problem solving and decision making skills. Innovation and creative thinking. Project management skills. Strategic planning skills. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Honesty and integrity. Change management skills. Computer skills. Financial management skills. Client orientation and customer focus. Ability to work under pressure. Good interviewing skills. Willing to work extensive hours.

DUTIES : Provide strategic direction to the component/directorate. Develop, implement and maintain policy framework for communications. Coordinate and manage the distribution of information to stake holders. Provide written and verbal internal and external communication services. Serve as a spokesperson/media liaison for the organization. Develop communication strategies. Policies and procedures. Input towards the IPID strategic
document e.g. Annual Report. Manage the strategic and creative design of IPID marketing and communications activities and materials. Responsible for editorial direction, design, Production and distribution of IPID publications. Oversee website management as well as social media content creation and management. Promote public awareness of the IPID. Provide Library services to the Department. Manage and supervise staff.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

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POST 40/19
:
ADMINISTRATIVE CLERK SUPERVISOR REF NO: Q9/2019/40

SALARY
: R257 508 per annum (Level 07)

CENTRE
: Free State

REQUIREMENTS
: A Grade 12 certificate or equivalent with 3-5 years’ experience required. 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: Computer Skills. Planning and organization. Good verbal and written communication skills, Interpersonal skills, flexibility, team work and communication.

DUTIES
: Supervise and 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 basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Supervise and provide supply chain clerical support services within 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 stand office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices) Supervise and 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. Supervise and provide financial administration clerical support services within the component. Capture and update expenditure in 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. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES
: Mr T Komphela Tel No: (051) 406 6800

APPLICATIONS
: Independent Police Investigative Directorate, Private Bag X 20708 Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein.

FOR ATTENTION
: Mr T Komphela Tel No: (051) 406 6800

POST 40/20
:
SENIOR SECURITY OFFICER REF NO: Q9/2019/41

SALARY
: R208 584 per annum (Level 06)

CENTRE
: Pretoria (National Office)

REQUIREMENTS
: A grade 12 certificate and PSIRA Grade C. 3-5 years’ experience in Security Management. A valid driver’s license. Competency certificate in Handling of firearm will be an added advantage. Skills and Competencies:

**DUTIES**


**ENQUIRIES**

Ms K Rathokolo at Tel No: (012) 399 0037

**APPLICATIONS**

Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001at Tel No: (012) 399 0189

**POST 40/21**

PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2019/42

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Gauteng (Johannesburg)

**REQUIREMENTS**

A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years’ experience in rendering support service to Senior Management. A valid driver's license. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Compute skills. High level of reliability. Written communication skills, ability to do research and analyse documents and situation. Self-management and motivation. Basic knowledge on financial administration. Knowledge of relevant legislation. Policies. Prescript and procedures.

**DUTIES**

Provide secretarial-receptionist support service to the manager. Performs advanced typing work. Receive telephone calls in an environment where in addition to the calls for the senior manager discretion is required to decide to whom the calls should be forwarded. Records the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of the documentation in the office of the manager in line with relevant legislation and policies. Response to enquiries received from internal and external stakeholders. Draft documents as required. Manage the leave register and telephone accounts for the manager. Handle procurement of standard items like stationery-refreshments-etc for the activities of the manager and the unit. Prioritise issues in the office of the manager. Provide support to the manager regarding meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Record minutes’ decisions and communicate to relevant role players. Follow up on progress made. Supporting the manager with the administration of the manager’s budget of the office. Keep records of expenditure commitments. Monitors expenditure and alerts managers of possible over and under spending, identify the needs to move funds between items. Collects and coordinates all the documents that relates to the manager’s budget. Studies the relevant public service and departmental prescripts, policies procedures and other documents and ensure that the application thereof is understood properly. Remains abreast with the procedures and processed that apply in the office of the manager. Remains up to date with regards to the prescripts-policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES**

Ms F Dlakana Tel No: (011) 220 1500
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 25, Johannesburg 2000 or hand deliver to 20 Albert Street, 8th Floor- Braamfisher Towers, Johannesburg 2000

FOR ATTENTION: Ms M Tshabala Tel No: (011) 220 1500

POST 40/22: ADMINISTRATION CLERK REF NO: Q9/2019/43)

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

CENTRE: Mpumalanga (Nelspruit)

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: Computer Skills. Planning and organization. Good verbal and written communication skills, Interpersonal skills, flexibility, team work and communication.

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 fаксимилеs. 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.

ENQUIRIES: Ms E Mamabolo Tel No: (013)754 1000

APPLICATIONS: Post to Independent Police Investigative Directorate, Private Bag X 11325, Nelspruit 1200 or, hand deliver to 27 Brown Street, 1st floor, Permanent Building, Nelspruit, 1200.

FOR ATTENTION: Mr S Nkambule Tel No: (013)754 1000