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**: 31 January 2020

**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 6 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 02/21**: PRINCIPAL INVESTIGATOR (X2 POSTS)

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

**CENTRE**: Eastern Cape (East London) Ref No: Q9/2020/01

Limpopo (Thohoyandou) Ref No: Q9/2020/02

**REQUIREMENTS**: A minimum of Grade 12 and five (5) years’ proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver’s license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

**DUTIES**: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID’s legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects, witnesses, and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. 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 etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database.

ENQUIRIES:
- Eastern Cape: Ms S Mpotsha Tel No: (043) 707 7200
- Limpopo: Mr. D Mokoena Tel No: (015) 283 8000

APPLICATIONS:
- Eastern Cape: Independent Police Investigative Directorate, Private Bag X 9085, East London 5200 or, hand deliver to No. 3-33 Waverty Office Park, Phillip Frame Road, Chislehurst East London, 5201.
- Polokwane: Independent Police Investigative Directorate, Private Bag X9525 Polokwane 0700 or, hand deliver to No. Old Mutual Building 78 Hans Van Rensburg Street Polokwane 0699.

FOR ATTENTION:
- Eastern Cape: Ms. N Mtyida Tel No: (043) 707 7200
- Polokwane: Ms K Netshikulwe Tel No: (015) 283 8000

POST 02/22:
PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2020/03

SALARY:
R196 407 per annum (Level 06)

CENTRE:
Free State (Bloemfontein)

REQUIREMENTS:
A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years’ experience in rendering support service to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system). Sound minute taking and communication skills, telephone etiquette, and people’s skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to do research and analyse documents and situations. Knowledge of relevant legislation/policies/prescripts and procedures; as well as basic knowledge of financial administration are vital. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver’s license is essential.

DUTIES:
The successful candidate will be primarily responsible to render personal assistance, including secretary support to the Provincial Head. Render administrative support services. Provide support to the Provincial Head regarding meetings. Supporting the Provincial Head with the administration of the budget of the office, as well as remaining abreast with the prescripts/policies/procedures relevant to the Provincial Head. Receiving and making telephone calls. Managing the Provincial Head’s diary. Making travel and accommodation arrangements. Coordination of the Provincial Head’s Travel and Subsistence Claims. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Provincial Head as well as ensuring the safekeeping of all documentation in the office of the Provincial Head. Obtain inputs, collates and compile reports. Arranging meetings and take minutes. Assist with documents analysis in preparation for meetings. Keep and maintain registers. Maintaining a task list of request into the Provincial Head’s office and requests made by the Provincial Head, ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions. Ensure adherence to brought forward dates, Filing, document retrieval and tracking.

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

APPLICATIONS:
Independent Police Investigative Directorate, Private Bag X20708 Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein.

FOR ATTENTION:
Mr T Komphela