

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 : 12 June 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 copies of all qualification(s) including a Senior Certificate and ID-document (uncertified documents during the lockdown period are accepted) (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). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. 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 14/07 : **PROVINCIAL HEAD (X2 POSTS)**

SALARY CENTRE : R1 273 710 per annum (Level 14)
: Mpumalanga (Nelspruit) Ref No: Q9/2020/04
: Northern Cape (Kimberly) Ref No: Q9/2020/05

REQUIREMENTS : A Bachelor's Degree in law or equivalent qualification as recognised by SAQA, coupled with 5 years' experience at senior management level. Pre-entry certificate for the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Thorough knowledge and understanding of criminal law, Project management, investigative system and procedures, human rights and government's broad transformation objectives and initiatives are essential, Sound knowledge in compliance practices and requirements, a good track record of managing strategic programmes and projects, Strategic thinker who is able to work with individual and teams at both management and operational level., Skills and Competencies: Strategic capacity and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Honesty and Integrity

DUTIES : Appointment and performance of management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, refer matters investigated by the Provincial Office under the Independent Police Investigative Directorate to the National or relevant prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commission, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director.

ENQUIRIES : Mr T Keefelakae Tel No: (012) 399 0178

APPLICATIONS : Email: Recruitment01@ipid.gov.za

OTHER POSTS

POST 14/08 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: Q9/2020/06**

SALARY : R733 257. per annum (level 11)

CENTRE : Pretoria (National Office)

REQUIREMENTS : A relevant tertiary qualification in Financial Management which will encompass (Accounting, Economics, Public Finance) at NQF level 7 as recognized by SAQA. 3 years relevant experience in management accounting at supervisory/management level (ASD). Thorough knowledge of PFMA, SCOA, Public Service Act and Regulations. Prescriptions Act. Treasury Regulations. MTEF. Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial Statement Template, Delegation of Authority. Departmental Policies and Procedures. Knowledge in terms of BAS, LOGIS and PERSAL. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours. Ability and willingness to drive. Analytical skills. Problem solving skills.

DUTIES : Manage the financial management, budgeting and reporting sub directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as requires. Manage the roll-over, adjustment estimates (ENE), and virement process.

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

APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/09 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: Q9/2020/07**

SALARY : R376 596 per annum (level 09)

CENTRE : Pretoria (National Office)

REQUIREMENTS : Degree/National Diploma /NQF 6 in Criminology, Policing, Law and Social Science. 3-5years experience in research environment. Computer literacy. Thorough knowledge of both qualitative and quantitative research methodologies, IBM SPSS or SAS and Microsoft Excel. Understanding of police environment. IPID Act and Regulations and Monitoring and Evaluation. Good interpersonal skills, Accuracy, ability to work under pressure and prepared to work irregular hours. Strong communication and networking skill. Ability and willingness to drive. Analytical and Research skills. Data interpretation and analysis. Problem solving skills.

DUTIES : Identify Investigative Research Projects. Conduct Feasibility studies. Conduct Research. Monitor OPSC Cases.

ENQUIRIES : Ms L Chaba Tel No: (012) 339 0067

APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/10 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2020/08 (X4 POSTS)**

SALARY : R467 208 per annum

CENTRE : Gauteng (Johannesburg)

REQUIREMENTS : A minimum of Grade 12 certificate or a diploma or degree in law or policing will be added advantage. Five (5) years' experience in criminal investigations. Previous supervisory experience. Driver's license. Knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act. Knowledge of Policies and procedures. Knowledge of investigative system and procedures. Knowledge of the constitution. Analytical thinking, Competent in interviewing, Problem solving and decision making skills, Communication (verbal and written) skills. Report writing skills, Client orientation, Customer focus, Results-driven. Computer Literate.

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 and 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 : Ms M Tshabalala Tel No: (011) 220 1500
APPLICATIONS : Email: RecruitmentGP@ipid.gov.za

POST 14/11 : **PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALIZED INVESTIGATION TEAM) REF NO: Q9/2020/09**

SALARY : R467 208 per annum
CENTRE : Pretoria (National Office)
REQUIREMENTS : A minimum of Grade 12 with experience in law or law enforcement or a relevant Diploma (NQF 6) OR undergraduate degree (NQF 7) in law or Policing. Six (6) to Ten (10) years proven experience in the criminal investigations of which three years were specialized/ high profile investigation (with Grade 12 only). Training in advanced driving skills. Training in self-defense and hand to hand combat. Should have undergone firearm competency training and willing to carry a firearm. Experience and training in Special Weapons and Tactics Financial Auditing/investigations experience will be added advantage. Forensic auditing/investigations experience will be added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence. The IPID's legislative imperative and Standard Operative Procedure. Competency literacy, the ability to work under pressure, Competent in interviewing, willing to be on standby and perform overtime duties, analytical thinking, Problem solving and decision making skills, Client orientation and customer focus, Results-driven Highly skilled investigation, Highly skilled firearm usage.

DUTIES : Conduct investigations which may require the official to be away from the office for extended period, especially where: Investigation of cases of a specialized nature where normal investigative measures and techniques are insufficient. Collection of evidence relating to specialized investigations. Investigation of cases associated with high profile/media related cases. Investigation of cases of corruption involving the police. Investigation of cases involving major crime syndicates. Making of recommendations to the National prosecution Authority and and SAPS, where criminal, departmental recommendations are warranted and ensure that the case is brought before a court of law. Ensuring the safety of witnesses where safety of the witness are in doubt due to the nature of the investigation (suspect being a high profile person/crime syndicate related/ value associated with the corruption might mean that attempts might be made on witnesses lives) and Witness protection where and when needed. Update electronic cases on the database.

ENQUIRIES : Mr J Baloyi Tel No: (012) 339 0067
APPLICATIONS : Email: Recruitment01@ipid.gov.za

POST 14/12 : **SENIOR INVESTIGATOR REF NO: Q9/2020/10 (X2 POST)**

SALARY : R370 908. per annum
CENTRE : Kwa-Zulu Natal (Durban)
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a Grade 12 or a relevant diploma/degree, and should at least have three (3) years' experience in criminal investigations. Driver's license. Thorough knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act, PFMA and other relevant legislation. Knowledge of statistical information. Knowledge of investigative system and procedures knowledge of Human rights and Government's broad transformation objectives and initiatives. Sound knowledge of compliance practices and requirements. Skills and competencies: Analytical skills, Planning and organising, Problem solving and decision making skills, Innovative and creative, Legal court administration skills, strategic planning management skills, Logical thinking, Communication (verbal and written) skills, Detective skills, Honesty and Integrity, Formal training skills, ability to work under pressure.

DUTIES : 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. Supervision of investigators.

ENQUIRIES : Ms Van Der Sandt Tel No: (031) 310 1300
APPLICATIONS : Email: RecruitmentKN@ipid.gov.za

POST 14/13 : **INVESTIGATOR REF NO: Q9/2020/11**

SALARY : R295 905 per annum
CENTRE : Western Cape (Bellville)
REQUIREMENTS : A Grade 12 or a relevant diploma/degree. Any other relevant experience. Driver's license. Thorough knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act, PFMA and other relevant legislation. Knowledge of statistical information. Knowledge of investigative system and procedures. Sound knowledge of compliance practices and requirements. Skills and competencies Analytical skills, Planning and organising, Problem solving and decision making skills, Innovative and creative, Legal court administration skills, strategic planning management skills, Logical thinking, Communication (verbal and written) skills, Report writing skills, Negotiations skills, Project management skills, Detective skills , Honesty and Integrity, Financial management skills, ability to work under pressure.

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 the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigations reports at the conclusion of each investigation, Electronic update the status of each case on the database. Engage stakeholders on a National Level on matters that affects Investigations.

ENQUIRIES : Mr GJ Trussell Tel No: (021) 941 4800
APPLICATIONS : Email: RecruitmentWC@ipid.gov.za

POST 14/14 : **HUMAN RESOURCE PRACTITIONER REF NO: Q9/2019/12**

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria (National Office)
REQUIREMENTS : A Grade 12 certificate or equivalent with 3-5 years HR experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of work in registry. Skills and competencies Job knowledge, communication, interpersonal relations, flexibility and teamwork, computer skills, planning and organization, language and good verbal and written communication skills.

DUTIES : Supervise and undertake the implementation and maintenance of human resource administration practices. (HR Provisioning: Recruitment and Selection, Appointment, Transfer, verification of qualifications, secretariat functions at interviews, absorptions probationary periods etc.). Implementation conditions of service benefits (Leave, Housing, Medical, Injury on Duty. Long Services Recognition, overtime relocation, pension allowances, etc. Performance Management. Termination of service. Approve (recommend) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resource/staff.

ENQUIRIES : Ms E Lethole Tel No: (012) 339 0040
APPLICATIONS : Email: Recruitment01@ipid.gov.za