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 : 19 March 2021
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 [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.

OTHER POSTS

POST 08/30 : ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: Q9/2021/01

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
DUTIES : To manage the ethics offices’ function and maintain structural measures to promote an ethical climate within the department. Provide training on ethics and integrity and fraud prevention to IPID employees and maintain awareness and communication thereof. Maintain a register of fraud allegations and complaints to the ethics office and ensure reporting mechanisms are in place for unlawful and irregular conduct. Monitor and evaluate the effectiveness of the ethics management programme of the IPID.
ENQUIRIES : Ms M Mothoagae Tel No: (012) 399 0000
APPLICATIONS : recruitment7@ipid.gov.za
FOR ATTENTION : Ms P Mereko Tel No: (012) 399 0000

POST 08/31 : FINANCE CLERK (SUPERVISOR) REF NO: Q9/2021/02

SALARY : R257 508 per annum (Level 07)
CENTRE : Gauteng (Pretoria Office)
**REQUIREMENTS**: A grade 12 certificate or equivalent. 3-5 years’ experience required. Skills and Competencies: Computer operating skills (accounting systems, Planning and organisation. Good verbal and written communication skills. Basic numeracy skills. Ability perform routine tasks. Knowledge requirements: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.)

**DUTIES**: Supervise and render financial accounting transactions: Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services: Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.) Supervise the filling of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service: Verify Information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identity variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments.

**ENQUIRIES**: Ms K Makabanyane Tel No: (012) 399 0156

**APPLICATIONS**: Recruitment4@ipid.gov.za

**FOR ATTENTION**: Ms P Mereko Tel No: (012) 399 0000

**POST 08/32**: INTERNAL AUDIT PRACTITIONER REF NO: Q9/2021/03

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Pretoria


**DUTIES**: Provide assistance and input in the development and review of the Internal Audit Plans. Policies and Procedures. Conduct audit projects and compile draft audit reports. Assist in coordination of Audit Committee activities, including the provision of Secretariat Services for Audit Committee meetings. Assist with the preparation draft Internal Audit performance reports for submission to the relevant stakeholders and forums. Supervise clerical staff.

**ENQUIRIES**: Mr E Sebaka Tel No: (012) 399 0086

**APPLICATIONS**: Recruitment3@ipid.gov.za

**FOR ATTENTION**: Ms P Mereko Tel No: (012) 399 0189

**POST 08/33**: PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2021/04

**SALARY**: R208 584 per annum (Level 06)

**CENTRE**: Western Cape (Bellville)

**REQUIREMENTS**: A Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering support service to Senior Management. 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. 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**
Mr GJ Trussell Tel No: (021) 941 4800

**APPLICATIONS**
Recruitment2@ipid.gov.za

**FOR ATTENTION**
Ms N Matintela Tel No: 021 941 4800

**POST 08/34**
TRANSPORT CLERK: AUXILIARY SERVICES REF NO: Q9/2021/05

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Pretoria

**REQUIREMENTS**
Relevant 3-year National Diploma in Transport Operation and Logistics on NQF level 6 as recognised by SAQA. 3-5 years’ relevant experience in the administration of departmental transport. A Valid driver’s license and the ability to drive. Skills and competencies: Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department’s strategic and operational plans. Advanced Excel and general computer skills. Analytical skills and attention to detail. Problem solving skills. Knowledge requirements: Thorough knowledge of the PFMA, Public Service Act and Regulations, Road Transportation Regulation Act, Management Act, Transport Circular No 4 of 2000, Treasury Regulations, National Road Traffic Act, 93 1996. Knowledge of transport related policies guiding the use of departmental vehicles and Subsidized Motor Transport. Knowledge of the ELS System will be an added advantage. Understanding of BAS, PERSAL and LOGIS Systems and any other analytical software.

**DUTIES**

**ENQUIRIES**
Mr L Matshele Tel No: (012) 399 0062

**APPLICATIONS**
Recruitment1@ipid.gov.za

**FOR ATTENTION**
Ms P Mereko Tel No: (012) 399 0189
POST 08/35 : ADMINISTRATION CLERK REF NO: Q9/2021/06

SALARY : R173 703 per annum (Level 05)

CENTRE : Eastern Cape (East London)

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: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing

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 /for 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 S Mpotsha Tel No: (043) 707 7200

APPLICATIONS : Recruitment11@ipid.gov.za

FOR ATTENTION : Ms N Mtyida Tel No: (043) 707 7200

WORK INTEGRATED LEARNING: GRADUATE INTERNSHIP AND TVET LEARNERS PLACEMENT PROGRAMME 2021/22

CLOSING DATE : 19 March 2021

NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University and Technical Vocational Education and Training (TVET) Colleges Graduates who have not been exposed to work experience related to their qualification. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, letter from TVET college stating the required work experience (only for TVET Graduates), ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made and be submitted through the e-mail addresses that are depicted under each post.

OTHER POSTS

POST 08/36 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/07 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly

CENTRE : Mpumalanga Provincial Office: Nelspruit

REQUIREMENTS : Qualification: National Diploma in Policing / Bachelor of Criminology

APPLICATIONS : E-Mail Address Recruitment21@ipid.gov.za

ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/37 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/08 X1 POST)
(12 Months)

STIPEND : R5066 Monthly

CENTRE : North West Provincial Office: Mahikeng

REQUIREMENTS : Qualification: National Diploma in Policing / Bachelor of Criminology

APPLICATIONS : E-Mail Address Recruitment22@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/38: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/09 (X1 POST) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, Legal Services
REQUIREMENTS: Qualification: Bachelor of Laws
APPLICATIONS: E-Mail Address Recruitment25@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/39: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/10 (X2 POSTS) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, HRM&DS
REQUIREMENTS: Qualification: Bachelor Degree in Human Resource Management - NQF 7
APPLICATIONS: E-Mail Address Recruitment25@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/40: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/11 (X2 POSTS) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, Supply Chain Management
REQUIREMENTS: Qualification: Bachelor in Supply Chain Management or Logistics – NQF 7
APPLICATIONS: E-Mail Address Recruitment25@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/41: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/12 (X1 POST) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, Communication
REQUIREMENTS: Qualification: National Diploma in Public Relations or Bachelor in Communication Science
APPLICATIONS: E-Mail Address Recruitment24@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/42: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/13 (X2 POSTS) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, Internal Audit
REQUIREMENTS: Qualification: National Diploma in Internal Audit
APPLICATIONS: E-Mail Address Recruitment24@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/43: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/14 (X1 POST) (12 Months)

STIPEND: R5066 Monthly
CENTRE: National Office, Investigation and Information Management Services
REQUIREMENTS: Qualification: Bachelor of Technology in Forensic Science
APPLICATIONS: E-Mail Address Recruitment24@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/44: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/15 (X1 POST) (12 Months)

STIPEND: R5066 Monthly
CENTRE: KwaZulu-Natal Provincial Office: Durban
REQUIREMENTS: Qualification: Bachelor of Technology in Forensic Science
APPLICATIONS : E-Mail Address Recruitment16@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/45 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/16 (X1 POST)
(12 Months)

SALARY : R5066 Monthly
CENTRE : Gauteng Provincial Office: Johannesburg
REQUIREMENTS : Qualification: Bachelor of Technology in Forensic Science
APPLICATIONS : E-Mail Address Recruitment16@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/46 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/17 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : Western Cape Provincial Office: Bellville
REQUIREMENTS : Qualification: Bachelor of Technology in Forensic Science
APPLICATIONS : E-Mail Address Recruitment15@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/47 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/18 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : Eastern Cape Provincial Office: East London
REQUIREMENTS : Qualification: Bachelor of Technology in Forensic Science
APPLICATIONS : E-Mail Address Recruitment20@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/48 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/19 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : KwaZulu-Natal Provincial Office: Durban
REQUIREMENTS : Qualification: Bachelor of Laws
APPLICATIONS : E-Mail Address Recruitment16@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/49 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/20 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : Gauteng Provincial Office: Johannesburg
REQUIREMENTS : Qualification: Bachelor of Laws
APPLICATIONS : E-mail address Recruitment14@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/50 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/21 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : Western Cape Provincial Office: Bellville
REQUIREMENTS : Qualification: Bachelor of Laws
APPLICATIONS : E-Mail Address Recruitment15@ipid.gov.za
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

POST 08/51 : GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/22 (X1 POST)
(12 Months)

STIPEND : R5066 Monthly
CENTRE : Eastern Cape Provincial Office: East London
REQUIREMENTS : Qualification: Bachelor of Laws
APPLICATIONS: E-Mail Address Recruitment20@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/52: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/23 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Western Cape Provincial Office: Bellville
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment15@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/53: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/24 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Gauteng Provincial Office: Johannesburg
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment14@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/54: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/25 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: KwaZulu-Natal Provincial Office: Durban
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment16@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/55: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/26 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Limpopo Provincial Office: Polokwane
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment17@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/56: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/27 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Northern Cape Provincial Office: Kimberley
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment18@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/57: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/28 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Free State Provincial Office: Bloemfontein
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment19@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/58: GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2021/29 (X1 POST)
(12 Months)

STIPEND: R5066 Monthly
CENTRE: Eastern Cape Provincial Office: East London
REQUIREMENTS: Qualification: National Diploma in Policing / Bachelor of Criminology
APPLICATIONS: E-Mail Address Recruitment20@ipid.gov.za
ENQUIRIES: MR M Thipe Tel No: (012) 399 0185

POST 08/59: TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2021/30 (X4 POSTS)
(18 Months)
STIPEND: R4000. Monthly
CENTRE: National Office
APPLICATIONS: E-Mail Address Recruitment25@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185

POST 08/60: TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2021/31 (X1 POST)
(18 Months)
STIPEND: R4000. Monthly
CENTRE: Eastern Cape Provincial Office: East London
APPLICATIONS: E-Mail Address Recruitment20@ipid.gov.za
ENQUIRIES: Mr M Thipe Tel No: (012) 399 0185