

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 : 10 September 2021

NOTE : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach 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. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 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

ERRATUM: Kindly note that the post of Director: Communication and Marketing reference no: Q9/2021/43 advertised in Public Service Vacancy Circular post-date 30 July 2021, with closing 16 August 2021. Applicants who applied for the post are informed that a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointment at SMS level. With effect from 1 April 2020, an individual may qualify, if they have successfully completed a Public Service Senior Management Leadership Programme for appointment at SMS level. Shortlisted applicants should therefore be informed that they will be required to submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The appointee to such post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

MANAGEMENT ECHELON

POST 30/52 : **DIRECTOR: INTERNAL AUDIT REF NO: Q9/2021/50**

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Pretoria, National Office

REQUIREMENTS : an undergraduate qualification (NQF level 7) in Auditing, Finance or related field as recognised by SAQA, coupled with five (5) years of experience at middle/senior managerial level. Registration as a Certified Internal Auditor.

Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Familiarity with risk management practices; Knowledge and understanding of internal controls; Knowledge and understanding of major accounting practices and public sector reporting formats; Familiarity with legislative requirements, e.g. Public Finance Management Act, Public Service Act, Public Service Regulations, International Internal Audit Standards, Treasury Regulations etc.; Understanding of the roles of internal and external audit. A valid driver's license is essential. skills and competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Report writing, Project management. The ability to conduct responsibilities in the context of the organisation's strategic objectives and overall corporate governance of the organisation; The ability to act independently and be proactive in advising the Executive Director of issues that require further management attention; The ability to ask relevant questions, evaluate answers and continue to probe for information until completely satisfied with answers provided; Independence; A professional approach to duties, including commitment of time and effort; The ability to encourage openness and transparency; and the ability to work constructively with management.

DUTIES

: Act as a forum for communication between management, internal and external audit; Review the Internal Audit (IA) Strategic and Operational Plans, ensure that these plans are based on the organisation's risk assessment, and approve them; Advise the Executive Director (ED) on the adequacy of IA resources needed to carry out auditing responsibilities, including the completion of the approved IA plan; Oversee the co-ordination of audit programs conducted by internal and external audit; Review all high risk audit reports and provide advice to the ED on significant issues identified in audit reports and action taken on issues raised; Review the IA Charter to ensure that appropriate organizational structure, authority, access and reporting arrangements are in place. Establish, evaluate and maintain policies and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Direct and manage the execution of audit assignments, including IT performance and internal forensic investigations. Review audit reports and analyse findings ensuring quality control and compliance with policies, procedures, regulations and standards. Report results, develop solutions and make recommendations to the Executive Director and Audit Committee. Liaise with Auditor General for reporting purposes ensuring that relevant reports and responses are accurate and submitted timeously. Follow up on recommendations made by the Audit Committee and/or Auditor General. Direct and manage internal audit initiatives such as information sharing sessions, awareness campaigns and on the job training. General management (Administration and Budget). Ensure secretariat services are provided for the Audit Committee and convene meetings of the Committee according to schedule. Prepare and maintain component budget. Compile and submit monthly expenditure reports. Authorise expenditure and/or make recommendations for the procurement of goods and services.

ENQUIRIES APPLICATIONS

: Ms E Lethole Tel No: (012) 399 0040
: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION

: Ms DR Kumalo Email Address: RecruitmentDIA@ipid.gov.za

OTHER POST

POST 30/53

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Q9/2021/51**

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (Level 11)
: National Office (Pretoria)
: Relevant Bachelor's Degree or equivalent qualification in HRM or Labour Relations. Four years' experience in the management of Labour Relations. Skills and Competencies: Communication, interpersonal relations skills, report writing and supervisory skills, relations environment and negotiations skills. Knowledge of Labour Relations as well as negotiations and collective Bargaining in the Public Service. Conversant with the Public Service Collective Bargaining issues. Good knowledge of good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge

DUTIES

of Labour Relations Act, Disciplinary Code and Procedure. A valid driver's license.

- : responsible for all aspects relating to Labour Relations. Manage. Coordinate and monitor the implementation of Labour Relations policies and procedures. Ensure Departmental compliance on Labour Relations matters. Provide advisory services to management .Manage the collective bargaining process and conflict resolution as well on training and awareness programmes to staff on Disciplinary Code and Grievance Procedure. Ensure the promotion of sound labour peace, including the effective management of dispute settlement, grievance and discipline. Represent the Department in all relevant forums. Manage and supervise staff.

**ENQUIRIES
APPLICATIONS**

- : Ms E Lethole Tel No: 012 399 0040
- : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION

- : Ms DR Kumalo Email Address: RecruitmentDDL@ipid.gov.za