

**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** : 21 May 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 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 16/04** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: Q9/2021/32**

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Pretoria Office

**REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF 7. (3)Three years relevant supervisory experience. Consult the competency framework for financial management.

**DUTIES** : Planning, coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting, coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF Budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording

of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting, coordinate, Review, analyse, and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the in the year monitoring report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with Management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

- ENQUIRIES** : Ms K Makabanyane Tel No: 012 399 0000
- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002, hand deliver to Benstra Building, 475 Stanza Bopape& Church street, Acadia Pretoria 0001.
- FOR ATTENTION** : Ms P Mereko Tel No: 012 399 0000
- POST 16/05** : **ADMINISTRATION CLERK REF NO: Q9/2021/37**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : A grade 12 certificate or equivalent. No previous experience required. 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 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 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 Khambule Tel No: (013)754 1000