

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 : 20 December 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 (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

OTHER POSTS

POST 43/15 : **ACCOUNTING CLERK: BOOKKEEPING REF NO: Q9/2021/54**

SALARY : R176 310 per annum, (Level 05)

CENTRE : National Office

REQUIREMENTS : A grade 12 or equivalent. No experience required. Competencies: job knowledge, communication, interpersonal relations, flexibility, Teamwork, accuracy, job knowledge and Skills required: computer operating skills, planning and organisation, language, good verbal and written communication skills, basic numeracy skills, ability to perform routine tasks, computer operating skills, planning and organisation. 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 legislation, procedures and Treasury regulations (PFMA, DORA, PSA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, etc.). Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of proper record keeping, filling and retrieving of files/payment batches.

DUTIES : To perform bookkeeping support services. Capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions, compile journals and file all documents (payments batches)

ENQUIRIES : Ms K Makabayane Tel No: (012) 399 0000

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION : Mr Sello Baloyi Tel No: 012 399 0202

POST 43/16 : **ACCOUNTING CLERK: EXPENDITURE REF NO: Q9/2021/55**

SALARY : R176 310 per annum, (Level 05).
CENTRE : National Office
REQUIREMENTS : A grade 12 or equivalent. No experience required. Skills and Competencies: job knowledge, communication, interpersonal relations, flexibility, Teamwork, computer skills, planning and organization skills, language skills, good verbal and written communication skills, ability to work as team a member. Knowledge Requirements: Knowledge of operating a computer and ability to capture data (BAS, LOGIS). Working knowledge and understanding of the legislative framework governing in the Public Service. Knowledge of payment processing procedures in the working environment. Understanding of the work in Finance. Render financial accounting transactions. Receive invoices from Supply Chain Management. Check invoices for correctness before capturing. Process invoices and claims (e.g. capture payments on BAS, LOGIS and PERSAL). Filing of all documents. Handling of cash.

DUTIES : Render financial accounting transactions. Receive invoices from Supply Chain Management. Check invoices for correctness before capturing. Process invoices and claims (e.g. capture payments on BAS, LOGIS and PERSAL). Filing of all documents. Handling of cash.

ENQUIRIES : Ms J Jood Tel No: (012) 399 0000
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION : Mr. S Baloyi Tel No: (012) 399 0202