

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.

- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X 9085, East London, 5200 or hand deliver to Waverly Office Park, 3 – 33 Phillip Frame Road, Chislehurst, East London.
- FOR ATTENTION** : Ms S Mpotsha Tel No: 043 706 6526
- CLOSING DATE** : 20 May 2022
- 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

OTHER POST

- POST 16/88** : **ADMINISTRATION CLERK REF NO: Q9/2022/30**
- SALARY** : R176 310 per annum (Level 05), the successful candidate will be required to sign a performance agreement.
- CENTRE** : 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 /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

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Ms. N Quvile Tel No: 043 706 6500