

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.

<u>CLOSING DATE</u>	:	27 June 2022
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialized by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed initialized a new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit 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. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. 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). 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

<u>POST 21/83</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: Q9/2022/34</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria National Office
<u>REQUIREMENTS</u>	:	An undergraduate degree (NQF Level 7 as recognized by SAQA) in Finance/Accounting. 3 to 5 years 'functional experience in a Finance environment on Assistant Director level, of which 2 years must be supervisory experience. A valid Driver's license and the ability to drive. Knowledge Requirements: Relevant stakeholders. Batho Pele Principles. Data and records management. Treasury Models, Tools, Processes and Techniques. Public Service Act 1994, as amended. PFMA and Treasury Regulations. Public Service Regulations. Competencies: Analytical thinking, Client focus, Assertiveness, Goal driven, Innovative/Creative, Ability to work under pressure, Self-motivated. Skills: Business writing skills.
<u>DUTIES</u>	:	Manage financial misconduct, losses and claims: Maintain and coordinate the development to finance policies, procedures, processes and circulars. Facilitate the development and review of finance delegations of authority. Assess and recommend the segregation if duties. Develop financial misconduct policy and related losses. Develop standard operating procedure manual on dealing with financial misconduct. Manage the maintenance of the financial misconduct register. Identify financial related misconduct. Monitor the implementation of recommendations regarding financial misconduct and related damages/losses. Advice management and other structures on the recovery of losses relating to financial misconduct. Manage the provision of secretariat services and presentation of financial misconduct investigation reports to the Financial Misconduct and Advisory Committee. Manage entity oversight and financial performance: Monitor financial performance and

compliance. Manage the governance structures and necessary instruments governing entities reporting to the Minister, including other institutions, where relevant. Provide support to the CFO to perform financial oversight. Prepare inputs into the disclosure note on material losses to the financial system. Develop financial compliance monitoring tool. Manage effective audit coordination, corporate governance and financial regulatory framework within the Department: Conduct pre-audit assessments to ensure readiness for external audit purposes. Assess and recommend internal controls in processes, procedures to improve of control environment. Manage the coordination of external and internal audits. Develop management action audit plans to address audit findings. Review and analyse reports from the Office on the Auditor General. Internal Audit Unit, analyzing audit findings related to internal control systems. Manage the implementation of resolution(s) taken by oversight bodies relating to internal control. Present status of audit committee and other relevant structures. Facilitate the establishment of financial delegation's framework. Conduct research and regulatory update of internal control framework based on the developments and acceptable good business practise. Manage all resource in the sub-directorate: Manage human, financial and physical resources of the sub-directorate. Compile a section budget and monitor project and report expenditure. Develop the operational plan. Manage the performance and development of staff in terms of PDP's, Performance, Agreement, Performance Assessments and advice o career path.

ENQUIRIES : Ms M Legodi Tel No: 012 399 0000
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
FOR ATTENTION : Ms E Lethole

OTHER POSTS

POST 21/84 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: Q9/2022/35**

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria National Office
REQUIREMENTS : An undergraduate degree (NQF Level 7 as recognized by SAQA) in Human Resource Management or Human Resource Development. 3 to 5 years' relevant experience in the human resource development/training field. A valid driver's license and ability to drive. Knowledge requirements: Knowledge and understanding of legislative frameworks within the human resource development area. Ability to implement projects and understanding of PFMA and procurement processes. Public Service Code of Conduct. South African Qualification Authority (SAQA) and related legislation. Understanding of government priorities governing skills programme(s). Skills Development Legislation. Skills required: Competencies: Applied Strategic Thinking, Customer Focus and Responsiveness, Impact and influence, managing interpersonal conflict and resolving problems and Networking and building relationships.

DUTIES : Compile and submit the Quarterly Monitoring Report, Workplace Skills Plan/Annual Training Report: Administer the process to perform skills audit and need analysis. Implement the Workplace Skills Plan and training programmes. Identify training intervention in line with the skills audit/need analysis undertaken. Administer the Quarterly Monitoring Report, Work Place Skills Plan & Annual Training Report. Liaise with relevant SETA's. Serve as a secretary to the Departmental Training Committee. Administer and implement departmental unemployed youth development programmes: Administer and coordinate WIL programme and internship. Facilitate the appointment of WIL learners and interns. Identify, train and support mentors. Monitor learners and interns and compile progress report(s). Draft project implementation plan to SETA's and submit to supervisor. Coordinate, facilitate and monitor training intervention in the Department: Facilitate compulsory induction programme and departmental induction to employees. Coordinate management development programme. Develop and submit training specifications to Supply Chain Management. Compile submission for approval of training interventions. Administer and maintain effective database for training plans and reports. Administer Departmental Bursary scheme: Draft and advertise departmental bursary programme internally. Facilitate bursary briefing

session(s)/workshop(s) to newly awarded bursary prior to signing of contracts. Prepare institution and textbook payments for bursary holders. Conduct bursary audits. Facilitate the amendment/development of Human Resource Development Policies and procedures: Gather relevant information. Identify policy gaps and incorporate inputs/amendments. Consult with relevant stakeholders. Analyze policy directives and draft HR Development Circulars. Provide inputs in the development of policies and procedures. Assist in the drafting of departmental HRD Strategy and Implementation Plan(s).

ENQUIRIES : Mr V Maphalala Tel No: 012 399 0000
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

FOR ATTENTION : Ms E Lethole

POST 21/85 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: Q9/2022/36**

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria National Office
REQUIREMENTS : An NQF level 7 as recognized by SAQA in Public Administration/Management or equivalent qualifications. 3-5 years at supervisory level in strategic management and planning environment. Skills and Competencies: Communication, Planning and organizing, Analytical thinking, Interpersonal relationships, Problem solving, Conflict management, Presentation, Report writing, Ability to work under pressure. Knowledge requirement: Sound knowledge of strategic planning process and system within the government framework for Managing Programme Performance Information. Sound knowledge of PFMA, Treasury Regulations, Policy framework for Government-wide M&E system, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimate of National Expenditure (ENE).

DUTIES : Develop/review planning policies, departmental planning processes and systems in line with relevant prescripts. Manage the departmental Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate development and implementation of Service Delivery Implementation Plan and relevant documents in line with Operation Management Framework, Public Service Regulations, Directives and other relevant prescripts. Assist with audit matters related to planning function. Supervise subordinates.

ENQUIRIES : Ms I Hlalele Tel No: 012 27) 399 0068
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

FOR ATTENTION : Ms E Lethole/ MS S Letlape

POST 21/86 : **ADMINISTRATION CLERK: TRANSPORT CLERK REF NO: Q9/2022/37**

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria National Office
REQUIREMENTS : A Grade 12 certificate or equivalent. No experience required. Computer Literacy. A valid driver's license. Skills and competencies Report writing, Knowledge of Transport related policy, Understanding of Fleet Management, PFMA, Good communications skills, Problem solving skills, Interpersonal relations, Computer literacy, Conflict resolution, Communication skills, Typing skills, Integrity and honesty.

DUTIES : Administer the allocation and issuing Government departmental transport: Receive requisition for government of vehicle. Issue trip authorisation. Verify the requisition and documentation are complemented correctly. Update a database of vehicles, service intervals and history. Perform physical Inspection of the vehicle before and after allocation. Ensure safekeeping of logbook, petrol card and keys. Report utilization and mileage of vehicles. Maintain and repair Government and departmental transport: Regular inspect the government vehicles. Ensure the maintenance of vehicles and report for repairs. Report the loss of vehicle equipment such as jacks wheel spanner etc. On a regular basis keep the vehicles clean. General office administration support: Maintenance of duty register, Processing of miscellaneous personnel information pertaining to staff within the sub-directorate, obtaining quotations, Exercise inventory control, Requisitioning of supplies.

ENQUIRIES APPLICATIONS : Mr L Matshela Tel No: 012 399 0000
Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

FOR ATTENTION : Ms E Lethole

POST 21/87 : **ADMINISTRATION CLERK REF NO: Q9/2022/38**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
National Office
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. Liaise with internal and external stakeholder in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchased of standard offices items. 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. Capture and update expenditure in 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 APPLICATIONS : Ms. I Hlalele Tel No: 012 399 0068
Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

FOR ATTENTION : Ms E Lethole

POST 21/88 : **DATABASE CLERK (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
Free State Ref No: Q9/2022/39
Western Cape Ref No: Q9/2022/40
Grade 12 with typing as a subject. One (1) to two (2) years clerical/administrative experience. A valid driver's license. Skills and Competencies: Job knowledge, Communication, Interpersonal relations, flexibility and teamwork. Computer skills, language skills, Planning and organizing skills, Good verbal and written Communication skills. Knowledge of clerical duties and practices as well as the ability to capture data, operating a 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.

DUTIES : Render general clerical support services: Update case files on the Case Management System. Update case developments on the Case Management System. Typing of documents, memoranda and reports. Follow-up on case developments/ handle routine enquiries with investigators. Update manual registers. Record keeping/filing of documents.

ENQUIRIES APPLICATIONS : Mr T Komphela Tel No: 051 406 6800/ Ms N Matintela Tel No: 021 941 4800
Free State: Independent Police Investigative Directorate, Private Bag X20708 Bloemfontein, 9301 or hand deliver to 15 Cnr Andrew & Wesburger street, ground floor, standard Bank Building, Bloemfontein 9300.
Western Cape: Independent Police Investigative Directorate, Private Bag X43 Bellville 7535 or hand deliver to Fintrust Building, 1st Floor Corner Petrusa & Mazzur Street, Bellville, 7530.