

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 : 15 July 2022

NOTE : 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 initialled 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 and initialled 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). 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 indicate on their CV's that they have registered or they have completed 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

MANAGEMENT ECHELON

POST 24/51 : **DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT**

SALARY : R1 073 187 per annum (Level 13)

CENTRE : National Office (Pretoria)

REQUIREMENTS : An appropriate recognised Bachelor Degree or equivalent qualification at NQF Level 7 in Supply Chain Management, Logistics, Public Procurement Management coupled with (five) 5 years' relevant experience at Middle Management services level or equivalent level is required. A valid driver's license. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as

advanced computer skills. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated.

DUTIES

: Manage the monitoring and evaluation of compliance to the internal and external policies, systems and processes within SCM Unit; Monitoring conducted and reported quarterly. Systems to monitor and evaluate implementation and compliance to Supply Chain and processes designed and maintained. Evaluations conducted and reported annually. Ensure that systems for the effective and efficient functioning of the component are developed and maintained. Ensure that budget is completed and submitted by stipulated due dates. Ensure that Annual and operational plans related to the unit are developed and submitted. Ensure that inputs to the Departmental Financial Statements and Annual Reports are provided. Non-compliance escalated to the CFO: Manage the demand support services; Design and develop demand management policies processes and procedures. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities such as procurement management plan, ensuring whether specifications should contain any special conditions, ensure that tender/quotation specifications are compiled as required. Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals where required. Manage acquisition for goods and services; Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage and ensure setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and oversee all the bidding process. Manage Departmental Contracts; Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. (c). Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage supply and logistics services; Design and develop logistics management policies processes and procedures. Perform strategic and annual supply chain logistics management planning. Monitor and review logistical management. Ensure the processing of requisitions for goods and services. Ensure placement of orders for goods and services. Ensure safekeeping and distribution of goods. Ensure that stock control is done. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics management practices. Manage procurement risks and performance; Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier performance management. Manage the safeguarding of SCM information. Design and develop risk and performance management policies processes and procedures, perform strategic and annual risk and performance management planning. Manage lease and Assets including Disposal Management; Design and develop asset management systems, policies, perform strategic and annual physical asset management planning. Establish the asset management plan of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers and maintenance of assets. Ensure maintenance of the asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset

management matters to promote correct implementation of sound asset management practices. Develop and oversee the implementation of the disposal plan and identify assets for disposal. Develop asset needs assessment, facilitate recording of loss, damage or mismanagement of assets and mechanisms to safeguard assets. Ensure performance and management of lease processes.

ENQUIRIES : Mr S Baloyi Tel No: 012 399 0000
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape Street, Pretoria, Arcadia.

OTHER POSTS

POST 24/52 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: Q9/2022/48**

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria National Office
REQUIREMENTS : An undergraduate Degree / Higher National Diploma, on NQF Level 7 as recognized by SAQA, in Business administration / Information Technology. Certificate Project Management (Prince 2). 2-3 years' experience as a business/ system analysis or related field. Skills and Competencies: Competencies: Client Service Orientation, Commitment to Learning, Concern for Quality and Order, effective Communication, Emotional Intelligence, Information Sharing, Integrity/Honesty, Problem Solving and Analysis, Systems Thinking, Team Participation. Skills required: Business IT System, Computer Literacy, Security Management. Knowledge Requirements: In-depth knowledge and experience of the following ICT disciplines: Project Management, Enterprise architecture, Business analysis and the System Development Lifecycle, In-depth knowledge and experience Commercial of the Shelf (COTS) products Open Source Software (OSS) products, In-depth understanding of system development life cycle. In-depth knowledge of project management methodologies.

DUTIES : Develop detailed project plan: Define and review the project scope and objectives, Manage changes to the project scope project schedule and project costs. Manage and coordinate project governance. Coordinate internal and external project resource. Ensure project documents are in order for execution. Manage project deliverables: Track and measure project performance using appropriate tools and techniques. Analyze and review project deliverable for confirmation, acceptance and sign-off. Report project progress and performance to management. Ensure that all projects are delivered on time, within scope and within budget. Ensure project is successfully implemented and closed. Manage stakeholders and service providers: establish and maintain relationship with third parties / vendors. Manage contracts and SLA on behalf of IPID. Organize and lead project meeting with relevant stakeholders/ vendors. Perform risk management: Ensure project risks and issues are managed. Ensure mitigation of risks are implements and reported.

ENQUIRIES : Mr T Tsotetsi 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.

POST 24/53 : **ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: Q9/2022/49**

SALARY : R382 245.per annum (Level 09)
CENTRE : Pretoria National Office
REQUIREMENTS : An undergraduate Degree / Higher National Diploma, on NQF Level 7 as recognized by SAQA, in Information Technology. 2-3 years' experience obtained in an information technology environment on application development of software. Software development language certification C# and Net)/ SharePoint 2013/2016/Nintex/ITIL Certification. Skills and Competencies: Competencies: Client Service Orientation, Commitment to Learning, Concern for Quality and Order, Information Sharing, Integrity/Honesty, Problem Solving and Analysis, Results Orientation, Systems Thinking, Team Participation. Skills required: Administrative Operations, Business IT System, Computer Literacy, Database management, Project management. Knowledge Requirements: Knowledge of SharePoint development and Workflow, MVC, Bootstrap, AngularJS, and JQuery. Knowledge of database concepts and

		design (MS SQL); knowledge of programming language, basic project management principles and methodologies; knowledge of system maintenance in line with predetermined processes and procedures.
<u>DUTIES</u>	:	Application and Implementation: publish approved projects to the web application for processing and implementation. Configure applications in alignment with technical and business requirements. Implement standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on Business Processes: engage and partner internal stakeholders to model business requirements around processes, information flows and data structures. Coordinate operational requirements to improve information systems, and data management processes and procedures. Engage stakeholders and provide advice pertaining to challenges within business units. Provide advice to stakeholders on services offering's. Development of Operational Standards: Document new and existing applications in line with prescribed standards. Develop and customize reports based on business requirements of production technologies. Develop user and training manuals for implementation. Programming and Software Configuration: Interpret specifications for the development of applications based on prescribed business requirements. Develop and design solutions for an applied standardized specifications process. Assist with the initiate on planning and designs in the conducting of tests based on approved standards. Conduct reviews of supplied specifications. Systems Testing and End-user support: Interpret test plans against methods and standards. Document test failures and successes against pre-determined criteria. Perform test on application against business requirements and authenticate test results. Document challenges impeding progress pertaining diagnostic information for error resolution and incident analysis. Identify and diagnose problems and advice on possible solutions.
<u>ENQUIRIES</u>	:	Mr. T Tsotetsi Tel No: 012 399 0000
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
<u>POST 24/54</u>	:	<u>ASSISTANT DIRECTOR: DATABASE ADMINISTRATOR REF NO: Q9/2022/50</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria National Office
<u>REQUIREMENTS</u>	:	Degree or Higher National Diploma in Information Technology is required, 2-3 years' experience as a system administrator or related field; A relevant Microsoft Certifications for ICT Infrastructure applications will be an added advantage_Skills and Competencies, Client Service Orientation, Commitment to Learning, Concern for Quality and Order, Effective Communication, Emotional Intelligence, Information Sharing, Integrity/ Honesty, Problem Solving and Analysis, Team Participation, Concern for Quality and Order, Effective Communication, Emotional Intelligence, Problem Solving and Analysis, Systems Thinking, Team Participation, Computer Literacy, Database management, Security Management. Knowledge Requirements, Knowledge of the following Microsoft Applications: AD, Exchange, F&P Services. MS Server OS, SQL, SCOMS, SCCM, Desktop OS, communications solutions, security components; Proven experience administering databases and database applications.
<u>DUTIES</u>	:	Acquire & Implement ICT Systems, Define Business Functional and Technical Requirements, Perform Feasibility Study, Obtain Approval, Identify & Build Solutions, Design databases, tables and detailed solution, modify databases according to requests and perform tests, Develop Solution Components, build / Integrate Solutions Test Solution (User acceptance testing), Enable Organisational Change, enable Operation and use dispose of Obsolete Systems. Deliver and Support ICT Services, Incident Resolution (Provide data management and support to users) Resolve Incident (Close Call and problem resolution, verify problem, identify / Determine previously documented problem /incident) Resolve Problem (evaluate problem Statement, identify problem resolution, test resolution, request change and effect change) Document problem and resolution (create problem report) Maintain operations (determine maintenance type and perform maintenance.
<u>ENQUIRIES</u>	:	Mr T Tsotetsi Tel No: 012 399 0000

APPLICATIONS

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Pretoria.