

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 : 02 September 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

OTHER POSTS

POST 31/117 : **FINANCE CLERK (SUPERVISOR) REF NO: Q9/2022/54**

SALARY : R261 372 per annum (Level 07)

CENTRE : National Head Office (Pretoria)

REQUIREMENTS : A grade 12 certificate or equivalent. 3-5 years' experience required. Skills and Competencies: Computer operating skills (accounting systems.) job knowledge. Flexibility, team work Planning and organisation. Good verbal and written communication skills. Basic numeracy skills. Ability perform routine tasks. 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 legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

DUTIES : Supervise and render financial accounting transactions: Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services: Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.) Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service: Verify Information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise Human resource /staff: allocate and ensure quality of work, personnel development, assets staff performance and apply discipline.

ENQUIRIES : Ms K Makabanyane 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.

POST 31/118 : **SUPPLY CHAIN CLERK (SUPERVISOR: ASSETS MANAGEMENT) REF NO: Q9/2022/55**

SALARY : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent with 3-5 years' experience. Knowledge requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Skills and Competencies: Job knowledge, Computer Skills (SCM systems) Communication, planning and organization. Interpersonal relations language, flexibility, good verbal and written Communication skills. Teamwork.

DUTIES : Supervise and render assets management clerical services: Oversee the compilation and maintenance of asset records, verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services: Update and maintain asset register database. Ensure that suppliers are captured and registered on the LOGIS system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders for assets are placed on time. Provide secretariat or logistical support during the Disposal considerations. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and bar-coded. Receive requests for goods from end-users. Issue goods to end users. Check and maintain goods registers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr MM Diale Tel No: 012 399 0089
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.
FOR ATTENTION : Mr S Baloyi Tel No: 012 399 0202

POST 31/119 : **COMPLAINTS RECEPTIONIST REF NO: Q9/2022/56**

SALARY : R176 310 per annum (Level 05)
CENTRE : Nelspruit
REQUIREMENTS : Grade 12. No experience. Knowledge and requirements: 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 especially the IPID Act. Knowledge of

working procedures, including compliance practices and requirements in terms of the working environment. Knowledge of Human Rights and Government's broad transformation objectives and initiatives. Skills and Competencies: creativity, computer literacy, ability to work under pressure. Written and verbal communication skills, problem solving, planning skills.

DUTIES

: Switchboard duties, Handling of telephonic enquiries as well as handling telephonic complaints. Attending to complaints. Capturing of new complaints and case developments onto the database. Typing of letter and reports. Updating registers and assisting with compilation of monthly reports

ENQUIRIES

: Ms E Mamabolo Tel No: 013 754 1024

APPLICATIONS

: Independent Police Investigative Directorate, Private Bag X11325 Nelspruit,1200 or hand deliver to 27 brown Street Office No.1, Permanent building, Nelspruit.

FOR ATTENTION

: Ms E Mamabolo Tel No: 013 754 1024