

**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.*

<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae only. 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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). However, the question related to conditions that prevent re-appointment under Part-F must be answered. 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) (only when shortlisted). 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: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a> . 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**

<b><u>POST 36/68</u></b>	:	<b><u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: Q9/2022/59</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14)
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB Degree on NQF level 7 as recognised by SAQA, with admission as an advocate or attorney. Five (5) years' experience at a senior manager level within Legal environment. A valid driver's license. Knowledge requirement: extensive knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Extensive legal knowledge with a specific focus on Constitutional Law, Administrative Law, Interpretation of Statutes, Law of Evidence, the Criminal Procedure Act, Law of Delict, Property Law, and Law of Contract. Extensive knowledge of South African legal system. Knowledge of the policies of the government of the day, with specific reference

to the strategic plan of the Independent Police Investigative Directorate. Knowledge of global, regional and local political, economic and social affairs impacting on the Independent Police Investigative Directorate. Knowledge of inter-governmental and international relations. Knowledge of HR and administrative system and processes. Knowledge of financial management processes. Good knowledge and understanding of the Public Service Regulations and legislation. Knowledge and understanding of contract legislation and legislation compliance management. Knowledge of legislation drafting. Understanding of corporate governance systems. Knowledge and understanding of dispute resolution mechanism. Good knowledge and understanding of PFMA. Knowledge and management of relevant legislation. Competencies: Strategic capability and leadership. Programme and Project management. Financial management. Change management. People management and empowerment. Service delivery and innovation. Customer orientation and service. Problem solving and analysis. Policy development and interpretation. Communication (writing, presentation & verbal). Research and analytical thinking. Skills required: Advanced communication skills. Advanced ability to provide independent advice on complex legal matters. Advanced ability to brief and oversee the work of senior managers and high level legal experts. Advanced inter-personal skills. Advanced planning, organizing and people management skills. Advanced ability to develop and maintain networks relevant to the task environment. Advanced computer literacy skills. A highly developed interpretive and conceptualization/ formulation ability. Advanced ability to multi task, deal with ambiguity and manage in rapidly changing and pressurized circumstances. Advanced ability to persuade and influence. Advanced ability to manage conflict. Advanced ability to lead and direct teams of professionals and service providers.

**DUTIES**

: Litigation support to the Department. Consult with programme managers and obtain approval on whether to defend / oppose the legal proceedings or institute legal proceedings. Ensure representation of the department in all legal matters. Update the department on all litigation matters. Manage the Contingent liability and manage claims against the department. Negotiate settlements and manage legal costs to the department. Provide legal opinions and advises on all legal related matters to the department and relevant stakeholders. Manage and facilitate the provision of investigation advisory services. Provide leadership and guidance in the process of legislative and guidance in the process of legislative drafting including reviewing of bills, legislations, Proclamations and Notices. Oversee and provide guidance in ensuring that there is improved compliance with legislation applicable to the Department. Manage legal advice and guidance provided to investigators. Manage the training provided to Investigators on Practice Notes and Directives. Manage the processing of applications for Policing Powers. Management of contracts and Service Level Agreements. Provide leadership and guidance in drafting, vetting and finalisation of agreements. Manage the provision of legal opinions, advice, contracts. Service level agreements, correspondences etc. to ensure quality control and compliance with policies, procedures, regulations and standards. Manage and provide guidance in ensuring that there is improved compliance with the legislations and standards. Provide evidence in regards to possible settlement and negotiate settlement with opponent. Manage the preparations of instruction(s) to the State Attorney and make recommendations for the appointment of a suitable Advocate to be appointed if necessary. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage and ensure the operations, systems and processes of the Chief Directorate. Information advice and support provided to the department, Cabinet, Parliament and other internal and external stakeholders. Chief Directorate Service Delivery Model, service delivery standards (work allocation and quality assurance) and service delivery improvement plans and related report submitted by the stipulated due dates. System for the effective and efficient functioning of the Chief Directorate developed and maintained. Chief Directorate, Annual and Operational Plans and related monthly, quarterly and annual reports developed and submitted by the stipulated due date. Chief Directorate Performance Agreements, probation reports, mid-year and annual assessment submitted by the stipulated due dates. Chief Directorate budget completed and submitted by the stipulated due dates. Effective and efficient management of the budget achieved and

maintained. All audit findings addressed by the approved due dates. All other compliance requirements achieved as required/ prescribed. Attendance of all departmental management structures of the IPID and any other meetings as directed. Participate in transverse task/project teams and /or work groups as required or nominated.

**ENQUIRIES** : Ms. M Sibiyi Tel No: (012) 399 0051  
**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

#### **OTHER POSTS**

**POST 36/69** : **ADMINISTRATION CLERK REF NO: Q9/2022/60**

**SALARY** : R176 310 per annum (Level 05), the successful candidate will be required to sign a performance agreement.

**CENTRE** : KwaZulu-Natal  
**REQUIREMENTS** : A grade 12 certificate or equivalent. No experience required. 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, organizing, job knowledge, computer and language.

**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 stakeholders in relation to procurement of good and services. Obtain quotations, complete procurement forms for the purchasing of standard office 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: Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Capture and update expenditure in component.

**ENQUIRIES** : Mr S Ndlovu Tel No: (031) 310 1300  
**APPLICATIONS** : Post to Independent Police Investigative Directorate, Private Bag X 54303, Durban, 4000 or, hand deliver to 3<sup>rd</sup> floor, Marine Building, 22 Dorothy Nyembe Street, Durban.

**FOR ATTENTION** : Mr N Mthethwa

**POST 36/70** : **COMPLAINTS RECEPTIONIST REF NO: Q9/2022/61**

**SALARY** : R176 310.per annum (Level 05), the successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape  
**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** : Render general clerical support services: 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**  
**APPLICATIONS**

- : Ms N Matintela Tel No: 021 941 4800
- : Western Cape: Independent Police Investigative Directorate, Private Bag X43 Bellvile 7535 or hand deliver to Fintrust Building, 1st Floor Corner Petrusa & Mazzur Street, Bellville, 7530.
- : Mr G Trussel Tel No: 021 941 4800

**FOR ATTENTION**