

**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>	:	28 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. 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). 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> . No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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. 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). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. 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

<b><u>POST 39/126</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Q9/2022/62</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)
<b><u>CENTRE</u></b>	:	National Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A relevant Bachelor's Degree or equivalent qualification, on NQF level 7 as recognized by SAQA, in Human Resource Management or Labour Relations / Labour Law. Four years' experience in the management (Assistant Director Level) of Labour Relations. A valid driver's license. Skills and Competencies: Communication, interpersonal relations skills, report writing and supervisory skills, relations environment and negotiations skills. Knowledge of Labour Relations as well as negotiations and collective Bargaining in the Public Service. Conversant with the Public Service Collective Bargaining matters. Good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge of Labour Relations Act, Disciplinary Code and Procedure and Case Law.
<b><u>DUTIES</u></b>	:	Responsible for all aspects relating to Labour Relations. Manage, Coordinate and monitor the implementation of Labour Relations policies and procedures. Ensure Departmental compliance on Labour Relations matters. Provide advisory services to management. Manage the collective bargaining process and conflict resolution as well training and awareness programmes to staff on Disciplinary Code and Grievance Procedure. Ensure the promotion of sound labour peace, including the effective management of dispute settlement, grievances and discipline. Represent the Department in all relevant forums. Manage and supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Lethole Tel No: 012 399 0040
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms DR Kumalo
<b><u>POST 39/127</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: Q9/2022/63</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant Bachelor's degree or equivalent qualification, on NQF level 07 as recognized by SAQA, in Human Resource Management or Labour Relations / Labour Law. Three years' supervisory experience in the Labour relations environment. A valid drivers' license. Skills and competencies: communication, interpersonal, report writing and supervisory skills, relations environment and negotiations skills. Knowledge requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBS&GPSSBC Resolutions and case law.
<b><u>DUTIES</u></b>	:	Ensure promotion of sound labour peace, including effective management of disputes, grievances and discipline. Ensure Departmental compliance on Labour Relations matters. Provide advisory services to management. Assist in the development and implementation of Labour Relations Policies and guidelines. Represent the Department in all relevant forums. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Lethole Tel No: 012 399 0040
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Ms DR Kumalo