

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** : 18 November 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). 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: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 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

POST 42/49 : **PERSONAL ASSISTANT TO THE OFFICE OF THE CHIEF DIRECTOR:
INVESTIGATION AND INFORMATION MANAGEMENT REF NO:
Q9/2022/64**

SALARY : R211 713 per annum (Level 06)
CENTRE : National Office (Pretoria)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support service to Senior Management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Compute skills. High level of reliability. Written communication skills, ability to do research and analyse documents and situation. Self-management and motivation. Basic knowledge on financial administration. Knowledge of relevant legislation. Policies, prescript and procedures.

DUTIES : Provide secretarial-receptionist support service to the manager. Performs advanced typing work. Receive telephone calls in an environment where in addition to the calls for the senior manager discretion is required to decide to whom the calls should be forwarded. Records the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of the documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage the leave register and telephone accounts for the manager. Handle procurement of standard items like stationery-refreshments-etc for the activities of the manager and the unit. Prioritise issues in the office of the manager. Provide support to the manager regarding meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Record minutes' decisions and communicate to relevant role players. Follow up on progress made. Studies the relevant public service and departmental prescripts, policies procedures and other documents and ensure that the application thereof is understood properly. Remains abreast with the procedures and processed that apply in the office of the manager. Remains up to date with regards to the prescripts-policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr S Baloyi Tel No: 012 399 0040
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 : Ms KE Lethole

POST 42/50 : **REGISTRY CLERK REF NO: Q9/2022/65**

SALARY : R176 310 per annum (Level 05)
CENTRE : National Office, Pretoria
REQUIREMENTS : A Grade 12 certificate or equivalent. No experience required. Skills and competencies: Computer Skills. Planning and organization skills, language skills. Good verbal and written communication skills. Job knowledge interpersonal relations, flexibility and team work. Knowledge requirements: knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval of procedures in terms of working environment.

DUTIES : To provide registry counter services: attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail and files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filling and record management service: Opening and close files according to record classification system. Filling /storage, tracing (electronically / manually and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry functions: Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to post office. Open & maintain remittance register. Record all valuable articles as prescribed in the

remittance register. Hand delivers and signs over remittances to finance. Send wrong remittance back to sender via registered post and record reference numbering register. Keep daily records of amount letters franked. Process documents for archiving and /disposal: Electronic scanning files. Sort and package files for archives and distributions. Compile list of documents to be archived and submit to the supervisor. Keep records for achieved documents.

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APPLICATIONS

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