

**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** : 03 February 2023
- 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](http://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.

**MANAGEMENT ECHELON**

- POST 02/66** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: Q9/2023/03**
- SALARY** : R1 105 383 per annum (Level 13)

## **REQUIREMENTS**

: An undergraduate degree (NQF Level 7 as recognized by SAQA) in Financial Management, Management Accounting and/or Financial Administration. Five (5) years' experience at middle management (MMS) level. A valid driver's license. Knowledge of the human resources management functions. Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector. Knowledge of policy development processes; Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review process. Knowledge of financial management processes. Research and reporting procedures. Client needs, planning and organizing and interpretation of policy matters; Knowledge of financial norms and standards, e.g. Public Finance Management Act, National Treasury Regulations, Directives and Instructions. Highly developed interpretive and conceptualisation/formulation ability. The ability to multi task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to deal with a wide variety of external and internal clients. Competencies: Strategic Capability and Leadership. Programme and Project Management, Financial Management. Team Player. Change Management. Knowledge Management. Service delivery innovation. Adaptability. Problem solving and analysis. People Management and Empowerment. Honesty and Integrity. Communication. Skills required Computer literacy. Communication (verbal & written) skills. Presentation skills. Project management skills. Advanced financial management and Analytical skills. Planning and Organising skills. Analytical and Decision Making skills. Problem solving skills. Excellent networking and network formation skills. Professional ethics. Relationship Management. Self-Management.

## **DUTIES**

: Manage and facilitate the provision of financial accounting services: Develop and monitor the implementation of financial accounting policies, systems and processes. Management of Compensation of employees. Management of expenditure and general payments for Goods and Services. Manage cash and revenue management services. Manage asset liability and debt management services. Manage bookkeeping and financial accounting services. Manage Department Ledgers and Journals. Manage cashier and banking services. Manage relations with SARS. Manage inputs to the Department Financial Statements and Annual Report. Manage and facilitate the provision of management accounting services: Develop financial management policies, processes and procedures. Provide budget inputs to the Department strategic plan and Annual Performance Plan. Manage the Department's MTEF budget process. Manage Estimates of Expenditure, budget adjustment and rollovers. Manage In-year monitoring and interim reporting. Manage, compile and implement monthly forecasts (12 month rolling). Advise programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters. Manage the provision of inputs to the Department Financial Statements and Annual Report. Manage the safeguarding of source documents. Manage liaison and manage relations with National Treasury. Strategic Management. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Directorate strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Financial Officer on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management. Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a Human Resource Plan, a Service Delivery Improvement Programme, and an Information Resources Plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate.

## **ENQUIRIES**

: Ms. M Legodi Tel No: (012) 399 0030

**APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001  
**FOR ATTENTION** : Ms. K.E Lethole Tel No: (012) 399 0040

#### **OTHER POSTS**

**POST 02/67** : **DEPUTY DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: Q9/2023/04**

**SALARY** : R766 584 per annum, (Level 11). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS** : An NQF 7 degree, as recognized by SAQA in Communications, Marketing, Public Relations, 5-year experience in a Communications/Marketing or Media Environment in Middle Management (ASD Level). A valid driver's license. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service. Knowledge and Exposure in interacting and engaging with media and stakeholders. Advanced knowledge of integrated marketing and communications, media relations and special events planning and coordination. Understanding of the key priorities of government. Multilingualism will be an added advantage. Competencies: Analytical thinking. Planning and organising. Innovation and creative thinking. Honesty and integrity. Client orientation and customer focus. Ability to work under pressure. Willingness to work extensive hours. Skills required strategic capability and leadership skills. Problem solving and decision making skills. Project management skills. Strategic planning skills. Written and verbal communication skills. Report writing skills. Computer skills.

**DUTIES** : Marketing of IPID offerings/brand: Coordinate the Implementation of the Departmental Communications Strategy. Develop and Manage a Marketing and Social media plan. Coordinate the awareness of promotional projects of IPID. Manage Social media page of the department and publish relevant content to promote IPID. Management of the website and produce reports. Public Relations and Media: Lead content sourcing and develop key messages for IPID Projects/Brand. Media Liaison. Develop and issue approved media statements and organize media activities. Maintain relations with media. Source and formulate responses for media enquiries. Media Monitoring and analysis to inform content development. Establish media partnerships to promote IPID. Manage media database. Internal Communications: Manage Internal Communications platforms. Support internal /departmental activations/events. Produce Internal Newsletter. Manage intranet. Management of staff: Mentor and coach team members of the sub-directorate. Manage the discipline of team members. Manage the workload of team members. Monitor and manage the day-to-day workflow in teams. Manage and administer the staff evaluation system/process.

**ENQUIRIES** : Ms. L Suping 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 & Steve Biko Street, Arcadia Pretoria, 0001  
**FOR ATTENTION** : Ms. K.E Lethole Tel No: (012) 399 0040

**POST 02/68** : **PERSONAL ASSISTANT: EASTERN CAPE REF NO: Q9/2023/07**

**SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Eastern Cape

**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 Setiquette. 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**  
**APPLICATIONS**

: Ms. S Mpotsha Tel No: 043 707 7212  
: Eastern Cape: Independent Police Investigative Directorate, Private Bag X 9085: East London: 5200 or hand 3-33 Phillip Frame Road .Waverly Office Park, Chislehurst East London  
: Ms U Quvile

**FOR ATTENTION**