

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.

- APPLICATIONS** : Post to Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001, or, hand deliver to Benstra Building, 473B Stanza Bopape Street, Pretoria.
- FOR ATTENTION** : Mr V Maphalala
- CLOSING DATE** : 24 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 . 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

<u>POST 05/91</u>	:	<u>DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES REF NO: Q9/2023/07</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all-Inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An LLB/ B. Proc Degree (NQF 7) as recognised by SAQA. 5 years experience within the legal environment at Middle Management level (MMS level). Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. 3 years' experience in the Civil and Labour relations environment. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with criminal and civil matters especially corruption/systemic corruption matters. Advanced knowledge of the drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Strategic capability and leadership skills. Analytical skills. Planning and organising. Problem solving and decision making skills. Innovation and creative thinking. Legal court administration skills. Project management skills. Strategic planning skills. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Research of the law. Negotiation skills. Honesty and integrity. Change management skills. Computer skills. Financial management skill. Client orientation and customer focus. Ability to work under pressure.
<u>DUTIES</u>	:	Provide strategic direction to the component. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Review and /or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. Provide contract management service, including review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards. To coordinate and manage civil, labour and arbitration litigation matters. Consult with Programme Managers and obtain approval on whether to defend/oppose the legal proceedings or institute legal proceedings. Update the Department on all litigation matters. Manage the Contingent Liability and manage claims against the Department. Negotiate settlement and manage legal costs to the Department. Provide legal opinions and advise on all legal related matters to the Department and relevant Stakeholders. Management of Staff.
<u>ENQUIRIES</u>		Mr S Ramafoko Tel No: (012) 399 0051