

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.

<u>CLOSING DATE</u>	:	09 June 2023
<u>NOTE</u>	:	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

<u>POST 18/35</u>	:	<u>ASSISTANT DIRECTOR: STATISTICS REF NO: Q9/2023/28</u>
<u>SALARY</u>	:	R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	: National Office : An Undergraduate degree on NQF Level 7 as recognized by SAQA in Economics, Econometrics, Statistics or Accounting. 3-5 years' experience at Supervisory Level in Statistics. Advanced training in SAS. Introduction to Project Management Course. Introduction to Economic Indicators and analysis. A valid driver's license. Knowledge requirements: Statistical knowledge, Statistical analysis software, Case Management System, Criminal Justice System. Skills and Competencies: Leadership competencies, Computer Skills, Communication, planning, and organization Skills, Interpersonal/behavioral competencies, language skills, flexibility, good verbal and written communication, teamwork and collaboration, Technology skills, attention to detail, Business analysis, Continuous learning, Analytical thinking, Statistical analysis, Innovative, Interpretation of statistical data, Project management skills.
<u>DUTIES</u>	: Attend to user needs and queries: Liaise and/or interact with different users in determining data requirements; provide inputs on policy formulation; develop the stakeholder engagement strategy. Develop survey methodology, questionnaires, data processing system and statistical processing methodology: Develop detailed project plans; lead the review research of survey methods; develop standards for questionnaire design and testing; lead the questionnaire development life cycle process; signing of system specification; develop guidelines for standardised data processing and system specification; lead the development of statistical processing methodologies. Coordinate and monitor the data collection process, training of data collectors and the development of training manuals: Develop and review collection guidelines and training manuals; develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data: Coordinate training in data processing procedures; coordinate the development of training manuals; develop standardized editing specifications for all surveys in the component; review and lead the development of imputation and estimation methods. Review quality standards, data analysis framework and the implementation of operational plans: Lead the development of quality standards; lead the development of data analysis framework; consultation with stakeholders. Develop and maintain the dissemination plan, publication document, clearance document, methods documentation and comply to human resource directives and legal frameworks: Compile, evaluate and edit publications documents and clearance documents independently; attend to stakeholder enquiries; develop guidelines for compilation and maintenance of sources and methods documentation; ensure staff development and wellness.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S Baloyi Tel No: 012 399 0202 : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia Pretoria, 0001
<u>FOR ATTENTION</u>	: Ms KE Lethole Tel No: 012 399 0040
<u>POST 18/36</u>	: <u>SENIOR LABOUR RELATIONS PRACTITIONER REF NO: Q9/2023/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R359 517 per annum : National Office : A relevant Diploma on NQF Level 6 as recognized by SAQA in Human Resources Management or Labour Relations. Three to five years' experience in Labour Relations environment. Driver's license. Knowledge Requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBC & GPSSBC Resolutions, Case Law. Skills and Competencies: Communication and Information Management, Verbal and Written Communication Skills, Customer Focus and Responsiveness, Problem Solving Skills, Developing Others, Planning Skills, Ability to work under pressure, Good interpersonal Skills, Impact and Influence, Analytical Skills, Computer Literacy, Negotiation Skills, Creativity. Problem Solving and decision making.
<u>DUTIES</u>	: Administer grievances and misconduct, Represent the department in dispute resolution forums. Ensure Labour peace and discipline in the department. Provide Labour Relations training. Assist in the Development and implementation of Labour Relations Policies. Coordinate the Departmental Bargaining Chamber meetings. Advice employees and management on Labour Relations related issues. Provide administrative duties to the component.

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