

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 : 14 July 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). 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 22/133 : **LIBRARIAN REF NO: Q9/2023/39**

SALARY : R294 321 per annum (level 07)

CENTRE : National Office, Pretoria

REQUIREMENTS : A relevant National Diploma on NQF level 6 as recognized by SAQA, in Library and Information Science. 1 year relevant experience in library work. Knowledge Requirements: Basic knowledge of the Independent Police Investigative Directorate. Clients' information needs. Library stock. International library standards: Cataloguing (AACR2, MARC 21), Classification (DDC), Indexing (LCSH), Filing (ALA). Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Planning and organizing. Skills And Competencies: Computer literacy, Organising skills, Analytical thinking, Problem solving skills, Interpersonal relationships, Interviewing skills, Project management skills, Verbal and written exchange of information, Tact and diplomacy, Verbal and written, communication skills, Creativity.

DUTIES : Create bibliographic records and maintain catalogues: Classify new stock. Allocate subject headings to new stock. Allocate shelf numbers to new stock. Import new stock records into WorldCat. Check downloads into Sabinet database. Compile an electronic asset register as required by supply chain management. Client orientation and customer focus: Request all staff members to recommend books for book selection purposes. Conduct once-off library week activities. Orientate new users in terms of available library services and procedures for use. Conduct reference interviews with users to establish exact nature of information needed. Provide staff with new information every time the library receives it. Distribution of departmental publications for legal deposit. Collect and organize library materials: Sort and evaluate new or donated items. Check against current stock and assign items to specific collections. Placement of Library material orders. Cataloging and classification of books. Processing of library materials. Administering of loans to users. Conduct inter-library loans. Maintain circulation of library resources, records and statistics. Establish and implement library and information policies and procedures. Maintain and preserve collections: Shelve new or returned items. Do shelve reading. Repair damaged books if possible and when necessary. Administrative duties: Stock taking. Prepare request memos, submissions and process invoices emanating from library work. Administer staff debt forms.

ENQUIRIES APPLICATIONS : Ms. Y Zidlele Tel No: 012 399 0000

FOR ATTENTION : 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
Mr. S Baloyi Tel No: 012 399 0202

POS 22/134 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: Q9/2023/40**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 7)
National Office: Pretoria
Grade 12 certificate or equivalent with 3-5 years' experience. Knowledge requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Skills and Competencies: Job knowledge, Computer Skills (SCM systems) Communication, planning and organization. Interpersonal relations language, flexibility, good verbal and written Communication skills. Teamwork.

DUTIES : Key Performance Areas: Supervise and render assets management clerical services: Oversee the compilation and maintenance of asset records, verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services: Update and maintain asset register database. Ensure that suppliers are captured and registered on the LOGIS system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders for assets are placed on time. Provide secretariat or logistical support during the Disposal considerations. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and bar-coded. Receive requests for goods from end-users. Issue goods to end users. Check and maintain goods registers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES APPLICATIONS : Mr Makhale Tel No: 012 399 0000

FOR ATTENTION : Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.
Mr. S Baloyi Tel No: 012 399 0202