

**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** : 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 or [Recruitment12@ipid.gov.za](mailto:Recruitment12@ipid.gov.za) (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0189
- CLOSING DATE** : 24 March 2025
- 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 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). 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 Department is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. 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. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

**OTHER POST**

- POST 09/19** : **ASSISTANT DIRECTOR: BUDGET ANALYST REF NO: Q9/2023/25**  
Re-advertisement
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : National Office: Pretoria

## **REQUIREMENTS**

: Grade 12 (NQF 4) plus a three – year B Degree (NQF level 7) tertiary qualification in Finance/ Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) to five (5) years relevant experience in the budget management environment on post level of Senior State Accountant (level 8) or equivalent/above. Knowledge requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of human resources management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and Public Financial Management are essential. Knowledge of Departmental Financial Management system (FMS), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Skills and competencies: Computer literacy. Communication (verbal & written) skills, Presentation skills, Project management skills, Advanced financial management and Analytical skills, Planning and Organizing skills, Analytical and Decision Making skills, Problem solving skills and report writing skills. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required. Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector; Knowledge of policy development processes; 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, Guidelines and Framework.

## **DUTIES**

: Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients. Provide the support for management of financial governance risk and compliance. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs.

**ENQUIRIES**  
**NOTE**

Control leave and related personnel matters applying laid down Human Resources procedures.

: Ms K Makabanyane Tel No: (012) 399 0156

: Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.