

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.

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| <u>CLOSING DATE</u> | : | 27 March 2026 |
| <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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. The Independent Police Investigative Directorate reserves the right to fill or not fill the post. |

OTHER POSTS

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| <u>POST 09/82</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICS AND DISPOSAL) REF NO: Q9/2026/22</u> |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria (National Office) |
| <u>REQUIREMENTS</u> | : | A relevant tertiary qualification at NQF level 7 in Supply Chain Management, Procurement or Logistics. 3-5 years related logistics management experience at supervisory level. A valid driver's license. Knowledge requirements: Knowledge of LOGIS. PFMA. Treasury Regulations. The construction Industry development board. SCM regulations, practice notes, circulars, policy frameworks. Generic competencies: The ability to work under pressure. Computer literacy. Problem- solving and decision-making skills. Planning and |

DUTIES

organizing. Results-driven. Leadership. Technical competencies: Financial management. Written communications. Good interpersonal skills. Supervisory skills. Planning skills, Creativity. Change management skills.

: Coordinate and review the processing of requisitions for goods and services: Receive a requisition. Process requisition. Coordinate the placement of orders for goods and services. Place and order for the service in the case of a service required. Order and acquired goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods. Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Coordinate the control of stock. Continuously monitor inventory. Stock taking according to stock taking plan. Comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required regarding financial and HR administration. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the delivery by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Control and safe guarding of all supply chain documents. Implementation of secure document management and filing systems aligned to PFMA/ MFMA and National Treasury SCM guidelines. Enforcement of access control measures for all physical and electronic SCM records. Maintenance of accurate and complete audit ready records for all procurement processes. Application of confidentiality and information protection standards for supplier and bid information. Regular monitoring, review, and verification of SCM documentation for compliance and integrity. Provision of secure storage Provision of secure storage, backup, and archiving solutions for long -term record retention. Controlled handling, movement, and disposal procedures for sensitive SCM documentation.

**ENQUIRIES
APPLICATIONS**

: Mr T Nteo Tel No: (012) 399 0103

: 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 (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

POST 09/83

: **SENIOR LABOUR RELATIONS REF NO: Q9/2026/24**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)

: Pretoria (National Office)

: A relevant National Diploma on NQF Level 6 as recognized by SAQA in Human Resource Management or Labour Relations or Law. Driver's license. Three (3) to five (5) years' experience in the Labour Employee relations environment. Knowledge requirements: Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act, Disciplinary Code and Procedure and Public Service Regulations. Knowledge of Labour Relations as well Negotiations and Collective Bargaining in the Public Service. Conversant with Public Service Collective Bargaining issues. Good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge of the Labour Relations Act, IPID Act, Public Service Act. Case Law. Technical Competencies: Competent in interviewing, report writing as well as verbal and written communication. Willingness to be on standby and perform overtime duties. Competent and fit to handle a firearm or willing to undergo such a test. Negotiation skills. Planning skills. Creativity.

DUTIES

: Labour Relations Case Management. Handle grievances and misconduct cases. Represent the department in dispute resolution forums (e.g., CCMA, GPSSBC, PSCBC). Ensure labour peace and discipline in the department. Advise employees and management on labour relations-related matters. Labour Relations Policy Development and Implementation. Assist in the

development, review, and implementation of labour relations policies and procedures. Provide guidance on compliance with labour legislation, collective agreements, and departmental policies. Training and Capacity Building. Provide labour relations training to employees, supervisors, and managers. Conduct awareness sessions on grievance procedures, disciplinary processes, and labour legislation. Collective Bargaining and Stakeholder Engagement. Coordinate Departmental Bargaining Chamber (DBC) meetings, including logistics, agenda preparation and minute-taking where applicable. Facilitate communication and consultation between labour and management structures. Promote constructive labour–management relations to support organisational stability. Administration, Reporting, and Record Management. Provide administrative support to the Labour Relations component. Maintain case management records, reports, and databases. Compile monthly, quarterly, and annual labour relations reports.

ENQUIRIES

: Dr D Ntimba Tel No: (012) 399 0041

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