

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 hand delivered at Benstra Building, 473 Stanza Bopape Street, Pretoria or emailed to Recruitment10@ipid.gov.za.
- CLOSING DATE** : 29 May 2026
- 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, 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 POST

- POST 16/76** : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: Q9/2026/28**
- SALARY** : R487 197 per annum
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A relevant tertiary qualification at NQF level 7 in Supply Chain Management, Logistics, Transport and Asset Management, bachelor's in commerce. 3-5 years' related Asset management and Transport management experience at supervisory level. A driver's license. Knowledge Requirement: Knowledge of LOGIS, PFMA, Treasury Regulations, Transport and Fleet management

frameworks SCM regulations, practice notes, circulars, policy frameworks. Competencies: Results-driven. Planning skills, Creativity. Leadership. Change management skills. Team Participation Concern for Quality and Order. Problem Solving and Analysis. Systems Thinking. Information Sharing. Integrity/Honesty. Emotional Intelligence. Effective Communication. Commitment to Learning. Computer literacy. Client Service Orientation.

DUTIES

: Monitor and review the capturing of all physical (movable and immoveable) assets in the physical asset management registers: Receipt of all moveable assets. Perform quantity and quality control. Allocation and bar code the assets. Capturing asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to the asset management policy and procedures of the department. Capturing asset information on the inventory list of the asset holder. Issuing of asset and inventory list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilization functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by: Informing, guiding and advising departmental employees on asset management matters; and Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice 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. Address enquiries and provide advice and guidance on asset allocation and control. Manage departmental fleet in accordance with transport policies and Treasury guidelines: Vehicle allocation and utilization. Trip authorizations and logbook monitoring. Oversee fuel usage and fuel card management. Oversee maintenance schedules and repairs. Oversee vehicle licensing and insurance compliance. Monitor misuse, irregular usage, and cost inefficiencies. Maintain a fleet register aligned with asset records. Compile reports on fleet performance, cost per vehicle, usage trends. Ensure compliance with official transport policies. Ensure compliance with loss control procedures (accidents, damages). Control and safeguarding of all supply chain documentation. 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, backup, and archiving solutions for long-term record retention. Controlled handling, movement, and disposal procedures for sensitive SCM documentation. Reporting and Governance. Compile and submit monthly, quarterly an annual asset and fleet reports. Provide inputs to the Annual Financial Statements (AFS) and the Interim Financial Reporting (IFR). Monitor audit findings and implement action plans. Ensure compliance with PFMA, Treasury Regulations and Internal SCM policies. Policy Development and Advisory Services. Contribute to the development and review of Asset management policies and Transport/ Fleet Management policies. Provide guidance to officials on asset control procedures and fleet usage compliance. Support implementation of improved systems and controls. Risk Management and Internal Controls. Identify and mitigate risks related to asset losses misuse of vehicles and weak internal controls. Strengthen segregation of duties. Strengthen approval processes. People Management. Supervise and manage staff. Allocate duties and monitor performance. Conduct performance reviews (PMDS). Ensure staff training and development. Ensure adherence to policies and procedures. Promote culture of accountability and compliance.

ENQUIRIES

: Mr T Nteo Tel No: (012) 399 0000