

**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 deliver to Ground Floor 473 B Benstra Building, Stanza Bopape Street (Church Street), Arcadia, Pretoria,0002. [Recruitment23@ipid.gov.za](mailto:Recruitment23@ipid.gov.za) (Please indicate the post name and reference number on the subject line) when applying through e-mail. Attention: Mr. N Nekhumbe (Tel: 021 399 0213)
- CLOSING DATE** : 12 June 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](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 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. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts

## OTHER POST

<b><u>POST 18/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: Q9/2026/31</u></b>
<b><u>SALARY</u></b>	:	R487197 per annum (Level 9)
<b><u>CENTRE</u></b>	:	National Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A relevant Qualification in financial management at NQF level 7. 3 years relevant supervisory experience. Knowledge Requirements: Knowledge of the IPID Act, Knowledge of the Public Service Act; Knowledge of the PFMA; Knowledge of the Treasury Regulations; Knowledge on Internal Control; systems such as PERSAL, LOGIS, ELS and BAS. Skills and Competencies: Interpersonal Skills; Problem Solving skills; Verbal and written communication skills, Computer literacy; Knowledge of budget processes; Innovative and Flexible; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: collection and recording of revenue: Cashier, banking service and electronic payments: Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts, monitor and review the receipt and collection monies to ensure that it is in accordance with the appropriate tariffs and properly recorded, Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that bank reconciliations are performed and are correct, Oversee the verification of the validity and allocation of payments received via electronic transfers, Oversee the safeguarding of source document and face value forms, Oversee the requisition of funds from in line with the approved cashflow projections, Verify the replenishment of Petty cash, Compile the consolidated Petty cash reconciliation reports for all Provincial Offices. Debt management: Oversee the identification and accurate recording of debts owed to the department, liaise with debtors in the most complex and problematic cases to determine payback conditions and time span, Oversee the process of obtaining the accounting officer's approval for debt collection condition; Obtain the accounting officers approval for debt payback conditions and time span on the cases handled, Oversee the accurate allocation monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations, Oversee and undertake the develop of corrective measures when required, Oversee and review disclosure notes on revenue collection, Oversee and collate financial supporting information supporting information for planning purposes, Ensure completeness and accuracy of financial information. Expenditure management: goods and services, oversee verification of source documents, Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning, Oversee the correct capturing of banking details on the accounting system, oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds, Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements, Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Ensure the safeguarding of all source documents, analyse the suspense accounts and ensure that they are cleared before closure, analyze the trail balance and ensure accuracy before closure, prepare necessary reports to National Treasury on a monthly basis, prepare inputs to the Financial Statements. Supervise employees to ensure an effective financial accounting service. 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
<b><u>ENQUIRIES</u></b>	:	Mr. S Ndaba (Tel: 012 399 0115)