

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE

: 05 October 2026 at 16h00

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 SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.

MANAGEMENT ECHELON

POST 34/67 : **DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES REF NO: Q9/2026/40**

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognised by SAQA. 5 years' experience at a middle/senior managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. 3 years' experience in the Civil and Labour relations environment. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with criminal and civil matters especially corruption/systemic corruption matters. Advanced knowledge of the drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision making skills. Innovation and creative thinking. Legal court administration skills. Project management skills. Strategic planning skills. Change management skills. Computer literacy. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Research of the law. Honesty and integrity. Ability to work under pressure. Client orientation and customer focus. Financial management skill.

DUTIES : Provide strategic direction to the component: Provide inputs into Strategic planning of the Directorate and/or Chief Directorate. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Policy and systems Development: Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Provide Legal Advisory and Compliance Services: Review and /or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Legal Services Management: Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. To coordinate and manage civil, labour and arbitration litigation matters. Advise if the department should litigate or defend the department after ascertaining the facts for matter referred to the unit. Contract and Risk Management: Provide contract management service, review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards.

ENQUIRIES : Ms. NC Netsianda Tel No: (012) 399 0039
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment13@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION : Mr. DS Baloyi Tel No: (012) 399 0202
NOTE : Employment Equity Target: Women are encouraged to apply.

POST 34/68 : **DIRECTOR: LEGAL AND INVESTIGATIONS SERVICES REF NO: Q9/2026/41**

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the

Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with corruption/systemic corruption matters. Experience in drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision making skills. Innovation and creative. Legal court administration skills. Project management skills. Strategic planning skills. Ability to Interpret law. Communication (Written and verbal) skills. Report writing skills. The ability to interpret and research the law. Project Management skills. Negotiation skills. Honesty and integrity. Change Management skills. Computer literacy, Financial management skills. Client orientation and customer focus. Ability to work under pressure.

DUTIES

: Strategic leadership and Planning: Provide strategic direction for the Legal and Investigation Advisory Services unit. Identify priority areas and formulate objectives and the department's strategic goals. Monitor, evaluate and report on the performance of the component against operational objectives. Legal Policy Development and Governance: Establish, review, and maintain legal policies, systems and processes in line with applicable regulations and best practice. Direct the implementation of legal procedures, systems and internal controls to ensure compliance and efficiency. Draft Practice notes and directives to guide legal and investigative practices. Legal Advisory and Legislative Support: Review and provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, and departmental policies. Conduct legal research and provide recommendations on draft legislation and regulatory frameworks. Ensure alignment of legal advice with departmental and national legal standards. Investigative legal Oversight: Direct and manage processing of applications for policy powers in accordance with legal mandates. Oversee and manage administrative appeals, ensuring procedural fairness and legal compliance. Provide legal oversight and guidance on investigations, ensuring adherence to legal standards and ethical practices. Oversee, manage and enhance the processing of PAIA requests within 30 days of receipt. Legal Capacity and Stakeholder Engagement: Conduct workshops and training sessions on legal practice notes and directives. Promote legal awareness and understanding across the department and among stakeholders. Engage with internal and external stakeholders to ensure effective legal advisory support.

ENQUIRIES

APPLICATIONS

: Mr. MS Ramafoko Tel No: (012) 399 0055
: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment14@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

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