

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.

<u>CLOSING DATE</u>	:	23 October 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 SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other for integrity (ethical conduct) assessment. Selection panel shall score both technical exercises as additional criterion in the interview process. 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. 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). The Department reserves the right to fill or not fill the any advertised posts. 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.

OTHER POSTS

<u>POST 36/43</u>	:	<u>ASSISTANT DIRECTOR: ICT SECURITY REF NO: Q9/2026/49</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in ICT as recognized by SAQA or related field. 3-5 years' working experience in ICT security environment. Knowledge Requirements: Knowledge and understanding of government regulations / prescripts / policies. Knowledge and understanding of departmental policies relating to ICT. Knowledge of Firewall systems. Knowledge on network

		monitoring tools. Knowledge and understanding of DMZ Zone. Knowledge of ICT Security audit including server room compliance standards, Knowledge of Hacking/penetration test. Knowledge of different software systems and components. Knowledge of software and hardware configurations. Knowledge of desktops, server hardware and software. Ability to evaluate documentation. Knowledge of software application systems. Knowledge of back-up and recovery systems. Knowledge of disaster recovery testing and business continuity. Understanding of ICT network infrastructure and other related matters. Skills and Competencies: Excellent written and oral communication skills. Demonstrated customer service skills and focus. Proven ability to manage multiple tasks and projects. Ability to think and act tactically. Interpersonal skills. Project management skills. Troubleshooting skills. Presentation Skills. Skill to analyse and evaluate systems, data, etc.
<u>DUTIES</u>	:	Coordinate ICT Security operations: Administer and monitor firewall activities, provide monthly and quarterly reports, Monitor ICT security compliance with departmental policies, procedures and prescripts, Monitor the Demilitarized Zone (DMZ) on the network and generate reports. Administer and monitor user activity on the network and reporting any violations. Protect data and system integrity: Conduct network penetration and detection/prevention tests and submit monthly reports. Conduct back-ups testing for integrity and restore purposes. Verify that all systems and equipment on the Disaster Recovery (DR) site are updated in line with the Disaster Recovery Plan (DRP). Verify that archiving of emails is properly conducted for both outgoing and incoming communications. Update software and hardware systems and equipment at the DR site. Conduct ICT security risk and Compliance: Identify and report on ICT security risks and threats and escalate complicated matters. Compile monthly and quarterly reports. Identify information assets (ICT Systems), potential threats and vulnerability. Evaluate ICT systems quarterly (software & hardware) and submit reports. Conduct market research and benchmarking on ICT security Technologies to improve services and submit reports. Document all ICT security –related changes on system/networks and implementation. Provide ICT security input for network upgrades, design and installations. Respond to security related queries and solve them. Implement systems and conduct Application Testing: Publish approved projects to the web application for processing and implementation. Test new software and applications before deployment to ensure compliance. Certify software and hardware before installation or implementation. Manage resources and Record-keeping: Conduct maintenance and awareness campaigns on ICT security matters. Update all ICT security equipment and software records in registers. Verify equipment and software for disposal to ensure compliance with policies and prescripts.
<u>ENQUIRIES</u>	:	Mr. T Moletsane Tel No: (012) 399 0016
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202
<u>POST 36/44</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: Q9/2026/53</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberly (Northern Cape)
<u>REQUIREMENTS</u>	:	An NQF level 7 in Public Management / Administration / Financial Management Qualification or Relevant as recognised by SAQA, 3 to 5 years' supervision experience in the finance and human resource environment, A valid driver's licence. Knowledge: Human Resource Management Policies, Human Resource System and Procedures, Performance Management, Knowledge of Project Management, Public Services Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Working knowledge and experience of PERSAL. Skills and Competencies: Client Service Orientation, emotional intelligence, Team participation, Job

Knowledge, Flexibility, Continuous Improvement, Ability to relate well with all levels of stakeholders, root cause identification, Presentation, Planning and organising, Strong Analytic skills, Communication skills, Analytical Skills, Negotiations skills, financial management, Performance Management, Honesty and Integrity.

DUTIES

: Manage Financial Administration support services. Request and analyse Expenditure Control C reports. Submitting S&T claims to Finance for processing. Checking and submitting overtime claims to Finance for processing. Submitting petty cash reconciliations to National Office. Submitting payroll to Finance. Checking and validating of invoices, certifying of invoices for services received (e.g. GRV) Provide motivation of the variance between expenditure and cash-flow. Provide budget breakdown and cash-flow. Compile and submit funds shifts requests to cover negatives and unforeseen expenditure. Manage Human Resource Administration Service: Facilitate the implementation of employee compensation, general conditions of service, benefits, and incentives. Monitor the provision of leave, long service recognition and PILIR being captured. Facilitate and coordinate the termination or resignations of employees including debt forms. Provide advice on human resource policies and practices. Facilitate the processing of labour relations issues. Keep and maintain work registers of all HRM matters. Render secretarial services during interviews. Manage Supply Chain Support Services. Coordinate the Goods received vouchers (GRV) submitted to the SCM within 2 days from the receipt of the invoice from SCM. Checking and validating of invoices. Certifying of invoices for goods and services received (e.g. GRV) and forwarding of Goods Received Voucher to invoicing Unit. Coordinate the implementation of the Demand and procurement plans for the province. Verification of the asset register. Verification of the asset register. Verification of stock control. Manage Facilities, Transport, and Record Management Services: facilitate day-to-day repairs of the building. Coordinate the utilisation of vehicles. (verify the logbook, conduct inspection of the vehicle). Compile reports for any damages and losses of the car. Monitoring and verify telephone usage for the individuals in the office. Conduct quality check on trip requests prior to issuing of vehicle. Verify if the records register is correct. Supervise Human Resource / Staff: allocate and ensure quality of work. Personnel developments. Assess staff performance Apply discipline. Ensure compliance with prescribes regulations, guidelines and policies.

ENQUIRIES APPLICATIONS

: Mr. OD Khanyi Tel No: (053) 492 0211
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or hand deliver to 99 Phakamile Mabija Street, Kimberly, 8301 or Recruitment5@ipid.gov.za Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Ms. P Alec Tel No: (053) 492 0210