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.

APPLICATIONS: North West, Private Bag X 2017, Mafikeng 2745 or, hand delivers No. 1 Station Road, Molopo Shopping Centre, 1st floor Mafikeng, 2745

CLOSING DATE: 22 January 2016

NOTE: Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. 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. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 01/42: CHIEF DIRECTOR: PROVINCIAL HEAD REF NO: Q9/2016/01

This is a re-advertisement Post and those who applied previously should not re-apply as their applications will be considered.

SALARY: R 1 042 500.00 per annum (All-Inclusive package which includes a basic salary (60% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: A Relevant NQF Level 7 Undergraduate Degree in Law or an equivalent qualification, as recognized by SAQA, coupled with 5 years’ experience at senior management level. Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential. Project management, and patent knowledge of investigative systems and procedures, human rights and government’s broad transformation objectives and initiatives are essential. Experience in financial, human resource and asset management. Ability to work under pressure. A valid driver’s license is essential. Skills and Competencies: Strategic capability and leadership. Analytical thinking, problem solving and decision make skills, Innovative and creative. Project management at strategic level. People development and empowerment. Communication (verbal and written) skills. Client orientation and customer focus, Results-driven.

DUTIES: Key Performance Areas: Appointment and performance management of staff. Facilitate investigations of cases and to perform any other function incidental to such investigations. Control and monitor active cases. Refer matters investigated by the Provincial Office under the Independent Police investigative Directorate to the National or relevant prosecuting authority for criminal prosecution. Report to the Executive Director on matters investigated. Refer disciplinary matters to the Provincial Commissioner. Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS. Keep proper financial records and prepare financial statements. Monitor and review service delivery against strategic objectives. Participation in the Management Committee. Maintain discipline and sound labour relations. Ensure compliance with administrative guidelines issued by the Executive Director.

ENQUIRIES: Mr SF Alberts @ (012) 399 0217

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE: 22 January 2016

FOR ATTENTION: Ms Nkhensaini Hlongwane@ 012 3990040

NOTE: Only African males/ females, Coloured males/ females, white males must apply
POST 01/43 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2016/02

SALARY : R864 177.00 per annum (Salary level 13). The successful candidate will be required to sign a performance agreement

CENTRE : Pretoria (National Office)

REQUIREMENTS : An appropriate recognized three year (3) Bachelor’s degree at NQF Level 7, or equivalent, in Supply Chain Management/Finance/ Commerce or relevant related field. Five years (5) experience in Supply Chain Management at middle management level, with at least ten (10) years’ experience in supply chain management (including asset management). Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPPFA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Good interpersonal and communication skills as well as advanced computer skills. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Valid Driver’s license is required.

DUTIES : The successful candidate will be primarily responsible to: Develop and oversee the implementation of the supply chain management system; Establish the bid specification, bid evaluation and bid adjudication committees, and oversee the proper functioning of the committees; Manage the Demand Management process, identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives; oversee the development and utilisation of a supplier database; oversee bid/quotation process; oversee the management of logistics operations; report on supply chain management information as required to internal and external stakeholders; develop and oversee the implementation of a SCM performance system; manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan; develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, and departmental policies and procedures; develop and maintain the lease register; utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports; utilise LOGIS for provisioning, procurement, stock control and reporting; utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

ENQUIRIES : Mr SF Alberts @ (012) 399 0217

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE : 22 January 2016

FOR ATTENTION : Ms NKhensani Hlongwane @012 399 0040

NOTE : Only African males/ females, Coloured males/ females, white males must apply

OTHER POSTS

POST 01/44 : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: Q9/2016/03

SALARY : R569 538.00 per annum (Salary level 11). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

REQUIREMENTS : A Relevant Bachelor’s Degree/ National Diploma or relevant qualification coupled with four years’ experience in Human Resource Development at an ASD level. Knowledge of and experience in HRD policy implementation and monitoring. Knowledge of PMDS prescripts. Knowledge and understanding of the following: Bursary scheme administration, Skills Development Planning and Workplace Skills Plans (WSP). A valid driver’s license is essential. Skills and Competencies: Project Management, communication and interpersonal skills, report writing skills, Problem solving and analysis, People and diversity
management, client orientation and customer focused, Ability to work under pressure, to think innovatively and work with group dynamics and work independently.

**DUTIES**

Key Performance Areas: Manage the development and monitor the implementation of Work Place Skills Plans, Quarterly Training Reports and Annual Training Reports Manage the coordination of training programmes and manage the development programmes. Manage the coordination of a learnership and internship programme for the Department. Administer the performance management system. Develop service delivery charter and maintain SDIP Manage the implementation of HRD strategy Facilitate the induction programmes for all newly appointed staff Develop, maintain and manage bursaries in the Department. Management of staff

**ENQUIRIES**

Ms Nkhensani Hlongwane@ 012 3990040

**APPLICATIONS**

Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

**CLOSING DATE**

22 January 2016

**FOR ATTENTION**

Ms Portia Hlalele@ 012 3990189

**NOTE**

Only African males/ females, Coloured males/ females, white females apply must apply

**POST 01/45**

PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER(NATIONAL SPECIALISED INVESTIGATIVE TEAM) NSIT REF NO: Q9/2016/10

**SALARY**

R 289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

**CENTRE**

North West (Mafikeng)

**REQUIREMENTS**

Relevant Bachelor’s Degree or equivalent qualification in law or law enforcement, a minimum of three (3) years’ experience in the Criminal Justice System. Criminal investigation experience relating to specialised investigations (corruption, racketeering and money laundering, surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in Special Weapons and Tactics will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government’s broad transformation objectives and initiatives are essential, Project Management skills and knowledge of investigative system and procedures, a valid driver’s license is essential, ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Sound knowledge in compliance practices and prescripts. Familiarity with criminal investigation processes.

**DUTIES**

Undertake and supervise specialized investigations (investigative projects) that might require the official to be away from office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigation. Be responsible to the safeguarding and protection of witnesses and investigators where necessary.

**ENQUIRIES**

Mr Rebaone Pebe @018 397 2510

**FOR ATTENTION**

Ms Lesego Maamogwa @018 397 2511

**NOTE**

NB: Only African females, Coloured males/females, Indian males/females, White males/females will be considered for shortlisting.

**POST 01/46**

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: Q9/2016/04

**SALARY**

R289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

**CENTRE**

R289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS**

Applicants should be in possession of a relevant three year Bachelor’s degree/National diploma in accounting or Public Finance with accounting as a major and relevant, credible 3 years proven accounting experience. Senior State accountant in management accounting or equivalent level will add as advantage. Proven experience in Financial Management, with extensive experience and a sound knowledge in preparation of Financial Statements,
BAS, PERSAL and LOGIS. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations (TR) are essential. Computer literacy (MS Word, PowerPoint and Excel), customer care skills, problem-solving and analytical skills are required. Accuracy, ability to work under sustained pressure and prepared to work irregular hours. Good interpersonal skills, written and verbal communications skills, a valid driver’s license are compulsory as well as the ability and willingness to drive. Supervisory experience is a requisite. Acceptance of responsibility is required. Ability to work independently as well as in a team is essential.

**DUTIES**

Key competencies include: Preparation of the Quarterly, Interim and Annual Financial Statements with supporting audit files. Liaise with internal and external Auditors in addressing the audit findings. Implement departmental accounting policies, procedures and processes. Verify financial related supporting documents for validity, accuracy and completeness. Verify and approve master file information on the accounting system. Management of all Control/Suspense Accounts relating to Bookkeeping as well as Debtors. Perform secretariat duties for Department Loss Control Committee. Administer the reported thefts, losses, damages and claims against the state. Manage a functional financial documentation filing and retrieval system. Manage receivables due to the Department, including the recording, collection, and recommendation of write-off in case of irrecoverable debts. Manage General Ledger and Subsidiary Ledger reconciliations (including bank, debtors and suspense accounts). Maintain statutory and other required registers with supporting documents. Providing advice on financial procedural policies to management and staff. Managing of resources and supervising staff, including the management of their performance and development.

**ENQUIRIES**

Ms Daisy Mashapa@012 399 0211

**APPLICATIONS**

Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

**CLOSING DATE**

22 January 2016

**FOR ATTENTION**

Mr Godfrey Dldla@012 399 0215

**NOTE**

Only African females, Coloured males/females, Indian males/females, White males/females must apply

**POST 01/47**

PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALISED INVESTIGATIVE TEAM) NSIT X4 REF NO: Q9/2016/05

**SALARY**

R289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Pretoria (National Office)

**REQUIREMENTS**

Relevant Bachelor's Degree or equivalent qualification in law or law enforcement, a minimum of three (3) years' experience in the Criminal Justice System. Criminal investigation experience relating to specialised investigations (corruption, racketeering and money laundering, surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management skills and knowledge of investigative system and procedures, a valid driver's license is essential, ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Sound knowledge in compliance practices and prescripts. Familiarity with criminal investigation processes

**DUTIES**

Undertake supervise specialized investigations (investigative projects) that might require the official to be away from office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigation. Be responsible to the safeguarding and protection of witnesses and investigators where necessary.

**ENQUIRIES**

Ms Nkhenzani Hlongwane

**APPLICATIONS**

Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

**CLOSING DATE**

22 January 2016
FOR ATTENTION: Ms Portia Hlalele
NOTE: Only African females, Coloured males/females, Indian males/females, White males/females must apply

POST 01/48: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: Q9/2016/11

SALARY: R 289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

CENTRE: North West (Mafikeng)

REQUIREMENTS: A Degree/Diploma in Administration with extensive appropriate Experience or Matric with five years' experience in Human Resource Management, Finance, Administration, Supply Chain Management, Assets Management and Transport Management. The ideal candidates should display competency in written and verbal Communication, computer literacy with the emphasis on Excel and basic knowledge of the budget processes. Internal control systems such as PERSAL, LOGIS, BAS and ELS. A valid driver's license is a requirement. Candidates should at least have three years supervisory experience.

DUTIES: Key competencies include: Recruitment and Selection. Condition of Service, Performance Management, Training and Development. Procurement of goods and services through LOGIS and payment of Claims and Invoices on BAS and LOGIS compile budget for the Office and cash flow projections. Management of Petty Cash, and adherence to Supply Chain Management and Asset Management processes. Overseeing of stationery supplies. Asset verification and the management of assets on LOGIS. Adhering to all transport regulations and exercising effective control of the vehicles including payments of claims and submission of kilometers travelled. Oversee the postal, services and cleaning services. Supervision of staff.

ENQUIRIES: Mr Rebaone Pebe @018 397 2510
FOR ATTENTION: Ms Lesego Maamogwa @018 397 2511
NOTE: NB: Only African females, Coloured males/females, Indian males/females, White males/females will be considered for shortlisting.

POST 01/49: SENIOR INVESTIGATOR REF NO: Q9/2016/12

SALARY: R 243 747 per annum (Salary level 8). The successful candidate will be required to sign a performance agreement.

CENTRE: North West (Mafikeng)

REQUIREMENTS: To be considered for this position, a candidate must be in possession of a grade 12 or equivalent of NFQ level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A Diploma/Degree (NFQ level 5/6), in law/policing will serve as an added advantage. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 driver’s license and be able to drive a motor vehicle. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/She must be willing to perform standby duties and overtime.

DUTIES: His duties will entail amongst others, supervision of investigators and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortem; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES: Mr Rebaone Pebe @018 397 2510
FOR ATTENTION: Ms Lesego Maamogwa @018 397 2511
NOTE: NB: Only African females, Coloured males/females, Indian males/females, White males/females will be considered for shortlisting.
POST 01/50 : SPECIAL PROGRAMMES OFFICER REF NO: Q9/2016/06

SALARY : R196 278.00 per annum (Salary level 7). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

REQUIREMENTS : 3 year B degree/National Diploma in Social Science or equivalent qualification with 3 years' experience in Gender, Disability, youth and children environment. The incumbent must have a good understanding of Government’s policies and initiatives with focus on Women, Youth, Disability and Children, an Understanding of national and international calendar events; it will also be expected from the successful candidate to be quality oriented and client focus. The candidate must also have good communications skills, initiative, analytical and report writing skills. A valid car driver’s license is essential.

DUTIES : Organize workshops to promote women empowerment and gender equality in the public service. Facilitate diversity management reports. Coordinate transformation and gender mainstreaming programmes and activities within the department which includes that the department observes the key calendar activities such as Women, Disability, Children and Youth development month, etc. Coordinate the development of Gender, Disability, Youth and Children Policies. Represent the department at appropriate sector transformation for Gender, Disability, Youth and Children development committees.

ENQUIRIES : Ms Portia Hlalele @ 012 399 0189

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE : 22 January 2016

FOR ATTENTION : Ms. I Maswanganyi @012 399 0210

NOTE : Only African females, Coloured males/females, Indian males/females, White males/females must apply

POST 01/51 : SENIOR NETWORK CONTROLLER X 2 REF NO: Q9/2016/07 (a) (KWAZULU NATAL: DURBAN) REF NO: Q9/2016/07 (b) (WESTERN CAPE: BELVILLE)

SALARY : R 158 985 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal (Durban) and Western Cape (Bellville)

REQUIREMENTS : The ideal candidate must have a 3 year Degree/Diploma in ICT or related field coupled with 2 year working experience or Senior Certificate with a minimum of 3 year relevant experience in ICT Help Desk and Support environment. Technical experience in Microsoft Office, Windows Operating Systems, Email clients, web browsers and other desktop peripherals. Certificate in A+, N+, ITIL Foundation will serve as an added advantage. A driver’s license is a prerequisite.

DUTIES : Key Performance Areas: Logging of incidents, problems, and changes on the help desk system. Provide first level help desk support to end users, and liaising with 2nd & 3rd level support when needed. Resolve connectivity issues and ensure connectivity is maintained for all users on the IPID network. Setup and configure end user equipment and ensure connectivity to the network. Troubleshoot and resolve hardware and software errors. Install application programs requested by users. Liaise with external service providers when services are down or degraded on the IPID WAN. Coordinating of maintenance and repairs of equipment as well as giving periodic feedback.

ENQUIRIES : Ms. Velesita Makinta @012 399 0003

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE : 22 January 2016

FOR ATTENTION : Ms. I Maswanganyi @012 399 0210

NOTE : Only African females, Coloured males/females, Indian males/females, White males/females will be considered for shortlisting.

POST 01/52 : HUMAN RESOURCE CLERK REF NO: Q9/2016/08

SALARY : R132 399.00 per annum (Salary level 5) .The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
### REQUIREMENTS
Applicants should be in possession of a Senior Certificate or a recognized National Diploma/B-Tech Degree in Human Resource Management with relevant experience in Human Resource Management. The applicant should possess knowledge of HRM Policies and related legislation like the Public Service Act, the Basic condition of Employment Act and the Public Service Regulations. He/She must have knowledge of PERSAL. PERSAL certificate will be an added advantage. He/she must be self-driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communication skills (both verbal and writing).

### DUTIES
Key Competencies include: Rendering support service to line functionaries on HRM issues; Rendering an effective HRM advisory service to management and employee in the department, Recruitment and selection, condition of services, Performance Evaluation and General administrative tasks.

### ENQUIRIES
Ms Daisy Mashapa @ 012 399 0211

### APPLICATIONS
Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

### CLOSING DATE
22 January 2016

### FOR ATTENTION
Mr N Nekhumbe @ 012 399 0213

### NOTE
Only African Male, Coloured Males/Females, Indian males /Females, Whites males/females must apply

### POST 01/53
SECRETARY: DIRECTOR STRATEGY AND PERFORMANCE MONITORING COMPONENT REF NO: Q9/2016/09

### SALARY
R 132 399 per annum (Salary level 5). The successful candidate will be required to sign a performance agreement.

### CENTRE
Pretoria (National Office)

### REQUIREMENTS
A Secretarial Diploma or equivalent qualification. Minimum of 3 years’ experience in rendering support services to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems). Sound minute taking and communication skills, telephone etiquette, and people’s skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to research and analyse documents and situations. Applicants must be able to work under pressure, independently and willing to work overtime when necessary. The successful candidate must be highly reliable, loyal, self-motivated, flexible, creative, client focussed and quality orientated. Driver's licence is essential.

### DUTIES
The successful candidate will primarily be responsible for: Providing secretarial support to the Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Director. Receiving and making telephone calls. Managing the Director’s diary. Making travel and accommodation arrangements. Typing of letters/ memorandums/ submissions/ reports. Ensuring the effective flow of information and documents to and from the office of the Director as well as ensuring the safekeeping of all documentation in the office of the Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Director. Maintaining a task list of the requests from the Director ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions and a brought forward filing system. Ensure adherence to brought forward dates. Filing document retrieval and tracking.

### ENQUIRIES
Ms. Portia Hlalele @012 399 0189

### APPLICATIONS
Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

### CLOSING DATE
22 January 2016

### FOR ATTENTION
Ms. I Maswanganyi @012 399 0210

### NOTE
Only African males, Coloured males, Indian males/females, White males/females will be considered for shortlisting.