

ANNEXURE

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.

NOTE: Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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). 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. 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

Closing date 16 August 2021

POST:DIRECTOR: COMMUNICATION AND MARKETING

REF NO: Q9/2021/43

SALARY:R 1 057 326.00 per annum (Salary level 13)

CENTRE:PRETORIA (National Office)

REQUIREMENTS: An (NQF 7) Degree in Communication, Marketing, Public Relations or Journalism as recognised by SAQA. 5years'experience at Middle Management Services (MMS) level in the communications environment. A valid driver's license. Knowledge requirements: Knowledge and understanding of the IPID Act, PFMA, and other relevant legislation and regulations that govern the Public Service.Advanced knowledge of integrated marketing and communications, media relations and special events planning and coordination. Understanding of the key priorities of government. Multilingualism will be an added advantage. Skills and competencies: Strategic capability and leadership skills. Analytical thinking, Planning and organising. Problem solving and decision making skills. Innovation and creative thinking. Project management skills. Strategic planning skills. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Honesty and integrity. Change management skills. Computer skills. Financial management skills. Client orientation and customer focus. Ability to work under pressure. Good interviewing skills. Willing to work extensive hours.

DUTIES: Provide strategic direction to the component/directorate. Develop, implement and maintain policy framework for communications. Coordinate and manage the distribution of information to stake holders. Provide written and verbal internal and external communication services. Serve as a spokesperson/ media liaison for the organization. Develop communication strategies. Policies and procedures. Input towards the IPID strategic document e.g. Annual Report. Manage the strategic and creative design of IPID marketing and communications activities and materials. Responsible for editorial direction, design production and distribution of IPID publications. Oversee website management as well as social media content creation and management. Promote public awareness of the IPID. Provide Library services to the Department. Manage and supervise staff. Responsible for speech writing and Media relations.

APPLICATIONS:Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria 0001

ENQUIRIES:Ms D Kumalo @ 012 399 0038

ATTENTION:Ms Lethole K.E@ 012 399 0040

EMAIL ADDRESS:RecruitmentDCom@ipid.gov.za

OTHER POSTS

POSTS: DEPUTY DIRECTOR: VETTING

REF NO: Q9/2021/44

SALARY: R869 007.00 per annum (Salary level 12)

CENTRE:National Office (Pretoria)

REQUIREMENTS: The following qualifications may be considered for appointment: NQF 6 or Degree (or equivalent) in Social Sciences or related areas. Three (3) to five (5) years management and investigation experience. A valid driver's license. Short courses in the following areas, analysis, conflict management, listening and interviewing skills.

DUTIES:Manage the execution of fieldwork investigations within the Department: Establish and develop systems and processes that will ensure compliance in relation to the relevant legislations, policies, prescripts and procedures of personnel security. Manage and provide a security vetting capacity in accordance with the National Vetting Legislative Framework. Manage and provide a security vetting capacity in accordance with the National Vetting legislative Framework. Manage and co-ordinate the execution of security vetting practices in consultation with the National Intelligence Agency (NIA). Manage Supportive administrative systems, channels and infrastructure to comply with vetting requirements. Develop manage and Implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Develop departmental policies, guidelines, norms and standards of vetting as set by the NIA within the Department in line with the legislative requirements and assist during the implementation and maintenance thereof. Co-ordinate and prioritise files for vetting within the Department. Establish and manage the screening process of companies and other service providers as part of the Department procurement processes. Submit reports to manage and NIA on all vetting files and reports completed on a regular basis. Advise management during the process of determining personnel suitability for appointment or continue employed in line with the Personnel Suitability checks (PSC) guidelines. Identify and manage the screening of personnel of high security risk. Manage resources, projects and files: Conduct vetting and security related research and development. Conduct vetting and security related research and development. Implement and manage process within the department including the management of files and reports by ensuring quality control and effective and efficient workflow of work done by vetting officers and report on all work allocated. Identify skills development need and provide training and development opportunities for Vetting Officers. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilization of equipment, stores and expenditure. Administer the department system with the sub-directorate.

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ENQUIRIES: Ms M Chidi Tel 012 399 0000

FOR ATTENTION: Ms D Kumalo Tel no: 012 399 0000

EMAIL ADDRESS:RecruitmentDDV@ipid.gov.za

OTHER POSTS

POST:ASSISTANT DIRECTOR: PAYROLL ADMINISTRATION

REF NO: Q9/2021/45

SALARY:R 376 596.00 per annum (Salary level 09)

CENTRE: National Office(Pretoria)

REQUIREMENTS: An NQF Level 7 qualification in Financial Management. Three (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 of 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 and Ability to work under pressure.

DUTIES: Compensation of Employee: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure all payroll transactions. Authorize reimbursement transactions on the accounting system, Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the account system (BAS). Authorize payments to third parties (employer contributions to Pension funds, Medical Aid funds, Tax contributions etc) outside the payroll system, Oversee verification of information for payroll certification. Submit Bi-annual and annual Tax reconciliation. Salary controller duties. Monitoring and Reporting of Salary related suspense accounts. Supervise employees to ensure and 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 work systems and processes to ensure efficient and effective functioning.

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ENQUIRIES:Ms J Jood Tel 012 399 0033

FOR ATTENTION:Ms KE Lethole o: 012 399 0040

EMAIL ADDRESS: RecruitmentPA@ipid.gov.za

OTHER POSTS

POSTS: ADMINISTRATIVE CLERK (SUPERVISOR)

REF NO: Q9/2021/46

SALARY: R 257 508.00 pa (Salary Level 7).

CENTRE:Eastern Cape

REQUIREMENTS: A Grade 12 certificate or equivalent with 3-5 years required. Knowledge requirements: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Skills and competencies: Computer Skills. Planning and organization. Good verbal and written communication skills.

DUTIES: Supervise and render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Supervise and provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of stand office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices) **Supervise** and provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration clerical support services within the **component**. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

FOR ATTENTION: Ms S Mpotsha Tel No: (043) 7077212

ENQUIRIES: Ms U Quvile Tel No: (043) 7077 213

EMAIL ADDRESS:RecruitmentEC@ipid.gov.za

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 9085,East London 5200,Waverley Office Park 3 33 Phillip Frame Road, Chilsehurst, East London

OTHER POSTS

POSTS: REGISTRY CLERK

REF NO: Q9/2021/47

SALARY: R 173 703.00 per annum (Salary level 05)

CENTRE: National Office) Pretoria)

REQUIREMENTS: A Grade 12 certificate or equivalent with 1-year experience in Switchboard Operations and answering phones. required. Skills and competencies: Computer Skills. Planning and organization skills, language skills. Good verbal and written communication skills. Job knowledge interpersonal relations, flexibility and team work.

DUTIES: Implement human resource administration practices. Attend switchboard related duties (answering telephone, transferring of calls to officials, creating of telephone pins to newly appointed officials, take messages, update the telephone register and roaster. Payment of Telkom accounts, contact service providers in relations to technical and faults at National Office. Updating the telephone register and roasters. Printing of telephone trace reports for officials to account for calls made.

FOR ATTENTION: Ms KE Lethole Tel no:(012) 399 0040

ENQUIRIES: Mr L Matshele Tel No: (012) 399 0000

EMAIL ADDRESS:RecruitmentCSC@ipid.gov.za

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