

## 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. 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 therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 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: 25 FEBRUARY 2022**

**POSTS: ASSISTANT DIRECTOR: INVESTIGATIVE QUALITY ASSURER X 3 POSTS (12 Months contract)**

**REF NO:** Q9/2022/09

**SALARY:** R 382 245.00 plus 37% in lieu of benefits per annum.

**CENTRE:** National Office (Pretoria)

**REQUIREMENTS:** An undergraduate NQF 7 degree, as recognized by SAQA, in Law or equivalent qualification. 3-5 years' relevant experience at supervisory level in the prosecution environment preferably in the Public Service. An admitted or practicing Legal Practitioner would be an added advantage. A valid driver's license. **Knowledge requirements:** Knowledge of the Public Service, Advanced knowledge of Criminal Law and Procedure, Advanced knowledge of Law of Evidence, Knowledge of law of Civil Procedure, Knowledge of NPA Act 32 of 1998. Knowledge of regulatory framework of the Public Service, e.g PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. **Skills and competencies:** Strategic capability, leadership and facilitation skills. Analytical thinking, Problem solving and decision making skills. Innovative and creative thinking. Report writing skills, Presentation skills. Ability to work under pressure, within a complex organization.

**DUTIES:** **Development of the quality assurance framework-** Develop and implement policy frameworks, provide advice and technical support on policy and processed and standards. Support the department on the implementation of the framework. Conduct research in order to contribute to continuous improvement of IPID investigative and information management processes. **Analyze the investigated cases to reduce Nolle Prosequi cases:** Provide training and mentoring to investigators. Direct and provide guidance to investigators in court procedures. Provide support in ensuring quality of docket and compliances with Standard Operating Procedures. Ensure proper administration to avoid unnecessary civil claims against state. Conduct inspections in loco as and when required. Communicate the identified inconsistencies and discrepancies to the IPID Provincial Heads for corrections. **Review of Nolle Prosequi (Decline to Prosecute by NPA) Cases and refer to DPP/NDPP for reconsideration:** Evaluate and assess dockets for referral to NPA. Evaluate and assessment of recommendations to SAPS and MPS. Provide guidance to investigators in Investigations. Occasionally attend to issues raised by DPP/NDPP and report back. Identify, refer/deal with cases for asset forfeiture/investigative. Directorate/Commissions of enquiries/Corruption units or international counterparts and Law enforcement agencies. Consult with and participate in stakeholder meetings and community on various projects, e.g radio, schools, faith groups, community bodies. Workshop staff and stakeholders.

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

### OTHER POSTS

**POSTS: ASSISTANT DIRECTOR: INVESTIGATIONS**

**REF NO:** Q9/2022/08

**SALARY:** R 474 216.00 per annum

**CENTRE:** North West (Mafikeng)

**REQUIREMENTS:** A NQF level 7 degree, as recognized by SAQA in policing or law and 5 years' experience in criminal investigations at a supervisory level, a valid code 8 driver's license and the ability to drive a motor vehicle in that class. **Knowledge requirements:** Knowledge and understanding of Criminal Law, Criminal and Law of Evidence and the IPID Act, knowledge policies and Standard Operating Procedures, knowledge of the investigative systems and procedures knowledge of the Constitution. **Skills and competencies:** Computer literacy, the ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, competent and fit to handle a firearm or willing to undergo such a test. Willingness to be on standby and perform overtime duties, analytical thinking, complex problem solving, decision-making skills. Client orientation and customer focus result driven, job knowledge, analytical skills, managerial skills, planning skills, project management skills.

**DUTIES:** **Active workload investigation and completion.** Facilitate investigation of active cases and completion of cases in line with IPID Regulations, ED Guidelines and Standard Operations Procedures. Ensure that active cases are attended to. **Conduct quality Investigative activities.** Attend crime scene and post mortems. Secure evidence in investigations. Comply with investigative activities. **Post decision ready workload investigations and court decisions:** Post decision monitoring cases without NPA decision. **Administrative duties, including updating of the case management system, Manual registers and share drive in line with standard operation procedures:** effectively manage the investigation of cases. **Supervision and ensuring consultation, classification and registration of cases:** supervision of staff. Evaluate and represent employees at evaluation meetings, ensure registration of cases

**APPLICATIONS:** Independent Police Investigative Directorate, National Office. No.1 Station Road, Molopo Shopping Center, 1<sup>st</sup> Floor, Mahikeng, 2745.

**ENQUIRIES:** Ms. Lesego Maamogwa @ (018) 397 2511

**ATTENTION:** Ms. Metlha Molefhe @ (018) 397 2500

**CLOSING DATE:** 25 February 2022 @ 16:30