

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** : Independent Police Investigative Directorate P/ Bag X 25 Johannesburg 2000
or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street, 20th Floor Marble Towers Building Johannesburg 2000
- CLOSING DATE** : 21 August 2015
- 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.

OTHER POSTS

- POST** : **ADMIN CLERK**
- REF NUMBER** : **Q9/2015/74**
- SALARY** : R123 738.00 per annum (Salary level 5) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng
- REQUIREMENTS** : A senior certificate with basic knowledge of Human Resource Management, Finance, Administration, Provisioning and Transport Management. Relevant Diploma or Degree will serve as an added advantage. The ideal candidate should display competency in written and verbal communication, computer literacy, general skills, basic knowledge of budget processes, internal control systems, PERSAL, as well as the Basic Accounting System (BAS).
- DUTIES** : Administer all Human Resource Functions including personnel Performance Management, Recruitment and Selection, Appointments. Administer all Provisioning functions including official and subsidized vehicles, placing orders and ensuring the effectiveness in timeous payments to suppliers, Administer Auxiliary services and maintenance of all assets and buildings. Administer all financial functions including preparations of the office budget, monitoring and production of monthly financial reports. Implementation of relevant internal control systems in the provincial office. Capturing of data on Persal.
- ENQUIRIES** : Ms Mabatho Tshabalala @ (011) 220 1500
- FOR ATTENTION** : Ms F undiswa Dlakana
- NOTE** : **African Males, Coloured Males, Indian Males/ Females and White Males/Females are encouraged to apply.**