

## 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 09 DECEMBER 2021**

**POST: POST: DEPUTY PROVINCIAL HEAD**

**REF NO:** Q9/2021/49

**SALARY:** R 1 076 370.00 per annum (Salary level 13)

**CENTRE:** Eastern Cape

**REQUIREMENTS:** Relevant Bachelor's Degree in Law/Investigations or Policing, (NQF Level 7) as recognised by SAQA, coupled with five (5) years of experience at middle management services. Knowledge: Thorough knowledge and understanding of criminal law and Criminal Procedure and law of evidence, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management and patent knowledge of investigative system and procedures, a valid driver's license is essential, knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service, 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. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Good Communication skills, Report writing Skills, Highly skilled in Investigation and Firearm usage.

**DUTIES:** Develop good working relations with key stakeholders, Manage resources both human and physical including budget. Manage investigations in the province related to the investigation of section 28 matters of the IPID Act. Manage information and data integrity in the Province. Ensure the province meets the strategic objective on investigation and information management. Approve completion and closure of cases after quality investigation. Conduct high profile investigations. Ensure compliance with administrative guidelines issued by the Executive Director. Ensure productivity, internal controls and compliance with IPID Act, regulation and SOP's. Ensure proper Administrative and Financial Management in the Province

**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:** Mr T Keefelakae @ (012) 399 0178  
**ATTENTION:** Ms E Lethole

**EMAIL ADDRESS:** [RecruitmentDPHEC@ipid.gov.za](mailto:RecruitmentDPHEC@ipid.gov.za)