

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.

- CLOSING DATE** : 25 November 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.
- POST** : **SENIOR INVESTIGATOR REF NO: Q9/2016/69**
- SALARY** : R 262 272.00 per annum (Salary level 08) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwazulu-Natal Office
- REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in low/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 drive r's licence 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/her duties will entail amongst others, supervision of investigators and /or assistant investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; 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 SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
- ENQUIRIES** : Ms C Lupke @ 031 310 1300
- FOR ATTENTION** : Ms M Buthelezi@ 031 310 1300

OTHER POSTS

- POST** : **PERSONNEL ASSISTANT TO THE CHIEF DIRECTOR REF NO: Q9/2016/70**
- SALARY** : R171 069.00 per annum (Salary level 06) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwa-zulu Natal Office
- REQUIREMENTS** : A secretary Diploma or equivalent qualification, Minimum of 3 years' experience in rendering support service 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 system). 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 research and analyse document 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 Chief Director: Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to the chief Director, Receiving and making telephone calls. Managing the Chief Director diary, Making travel and accommodation arrangements, typing of letters/memorandums/ submission/reports. Ensuring the effective flow of information and documents to and from the office of the chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Chief Director. Maintaining a task list of the request from the Chief Director ensuring that these request 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 filling system. Ensure adherence to brought forward dates. filling document retrieval and tracking.
- ENQUIRIES** : Ms CLupke @ 031 310 1300
- FOR ATTENTION** : Ms M Buthelezi@ 031 310 1300
- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag x 54303, Durban 4000 or hands deliver to 3rd Floor marine Building,22 Dorothy Nyembe Street, Durban 4000

OTHER POSTS

- POST** : **INTERNAL AUDIT CLERK REF NO: Q9/2016/71**
- SALARY** : R142 461.00 per annum (Salary level 05) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office Pretoria
- REQUIREMENTS** : A three year Bachelor's degree or equivalent with auditing and/or Accounting as majors, relevant auditing experience. Knowledge of government policies and regulations as well as standard of institute of internal Auditors. Good communication skills (written and verbal) Computer literacy. Must be prepared to travel, work irregular hours and under pressure. A driver's licence will added advantage as the candidate will required to travel frequently.

DUTIES : Assist with the audit work conforms to the institute of internal Audit (IIA) Standard and other guidelines procedures set by the department. Assist the Audit supervisor with the drafting of summary of audit reports to Head Internal Audit. Conduct follow-up audits on previous audit project to determine the adequacy, effectiveness and timeliness of actions taken by auditees on the reported audit findings

ENQUIRIES : Mr N Nekhumbe @ 012 399 0213

FOR ATTENTION : Ms P Hlalele @ 012 399 0189

APPLICATIONS : Independent Police Investigative Directorate, Private Bag x 941, Pretoria 0001 or hands deliver to City forum Building, 114 Madiba Street. Pretoria 0001

OTHER POSTS

POST : **ADMIN CLECK REF NO: Q9/2016/72**

SALARY : R142 461.00 per annum (Salary level 05) .The successful candidate will be required to sign a performance agreement.

CENTRE : Rustenburg Office

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 system, 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 M Molefhe @ 018 937 2500

FOR ATTENTION : Mr Rebe Pebe @ 018 937 2500

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng, 2745 or hand deliver @ No 1 Station road, Molopo Shopping center, 1st floor