

## 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 and disability within the IPID, will receive preference.*

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.

**CLOSING DATE:** 11 MAY 2018

**NOTE** Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of the advert) of 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 (criminal record, citizenship, credit record checks, qualification verification and employment verification). People living with disabilities are encouraged to apply.

**POST:** SECRETARY TO THE DIRECTOR: COMPLIANCE MONITORING

**REF NO:** Q9/2018/15

**SALARY:** R152 862.00 per annum (Salary level 5) .The successful candidate will be required to sign a performance agreement.

**CENTRE:** National office Pretoria

**REQUIREMENTS:** A Grade 12 with typing as a subject or any other training course/ qualification that will enable the person to perform the work satisfactorily. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good office management skills (document tracking, storage and retrieval system) sound minute taking as well as general office experience are essential. Applicants must be able to work under pressure, independently and ability to act with tact and discretion. Honesty and integrity. The successful candidate must be reliable, flexible, creative, be able to maintain confidentiality, client focused and quality oriented.

**DUTIES:** Provide general secretarial, administrative and support services to the Director such as: receive and make telephone calls, Manage the Director's Diary, Make travel and accommodations arrangements, Provides clerical support services to the Director. Arranges meetings and events. Process the travel and subsistence claims for the unit. Type letters/memorandums/submissions/reports, Send and receive emails and faxes, Extract and process data and dissemination of

management information in the context of office automation file, retrieve, track documents for the office of the Director. Draft routine correspondences and reports. and Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Collects all relevant documents to enable the manager to prepare for meetings. Handles the procurement of standard items like stationery etc.

**ENQUIRIES**  
**ATTENTION**

Mr P Hlalele 012 399 0189  
Ms DR Kumalo