

ANNEXURE

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. Private Bag X 491, Pretoria, 0001
Or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE : 12 February 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.

OTHER POSTS

POST : **ADMINISTRATIVE CLERK: AUXILIARY SERVICES REF NO: Q9/2016/16**

SALARY : R132 399.00 per annum (Salary level 5) .The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Applicants must be in possession of a grade 12/matric certificate with relevant experience in transport related matters. Knowledge of transport related policies guiding the use of Government owned Transport and Subsidized Motor Transport are a requirement. The incumbent must be self-driven and be able to plan and organize. He/She must be computer literate. He/She must be able to work under pressure and should have a good personal and communication skills (verbal and written). The person must be willing to work extensive/irregular hours. The person should have a valid driver's license and be able to drive a vehicle.

DUTIES : The successful candidate will be responsible for: Recordkeeping of all GG and Subsidized vehicles log sheets, trip authorities, stalling authorities and general correspondence for National and Provincial Offices, Issuing and inspection of GG vehicles, verify and capture all log sheets received (GG and sub vehicles), forwarding log sheet to service providers for processing, Responsible for checking stalling authorities, Responsible for acquiring new petrol cards and license discs. Processing of payments of service providers. Performance of Auxiliary Services duties, fixing and maintenance of facilities management.

ENQUIRIES : Ms P Hlalele @ 012 399 0189

FOR ATTENTION : Mr N Nekhumbe @ 012 399 0213

POST : **Secretary: Director Investigation Advisory Services**

REF NUMBER : Q9/2016/17

SALARY : R132 399.00 per annum (Salary level 5). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office Pretoria

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3 years' experience in rendering support services 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 systems). 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 to research and analyse documents 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 Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Director. Receiving and making telephone calls. Managing the Director's diary. Making travel and accommodation arrangement. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Director as well as ensuring the safekeeping of all documentation in the office of the Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Director. Maintaining a task list of the requests from the Director ensuring that these requests 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 filing system. Ensure adherence to brought forward dates. Filing document retrieval and tracking

ENQUIRIES : Ms P Hlalele @ 012 399 0189

FOR ATTENTION : Ms Inncent Mawwanganyi 012 399 0210