

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 9085, East London, 5200 or, hand deliver to Mezzanine Floor, Permanent Building, 42-44 Oxford Street CNR. Oxford & Terminus Streets, East London, 5200
- CLOSING DATE** : 04 March 2016
- FOR ATTENTION** : Ms. U. Quvile
- 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. The successful candidate will have to undergo security vetting and appointment is subject to verification of qualifications and competency assessment. N.B. 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.
- POST** : **COMPLAINTS RECEPTIONIST REF NO: Q9/2016/24**
- SALARY** : R132 399 per annum (Salary level 5)
CENTRE : Eastern Cape: Provincial Office, East London
- REQUIREMENTS** : Applicant should be in a possession of a Senior Certificate and relevant experience; candidates must have good interpersonal and communication skills. Applicant must be computer literate and have the ability to work under pressure.
- DUTIES** : Key performance Areas: Switchboard duties, handling of telephonic enquiries as well as handling telephonic complaints, attending to complainants. Capturing of new complaints and case developments into the data base, typing of reports and letters. Updating of registers and assisting with compilation of monthly reports.
- ENQUIRIES** : Mr SC Mshumpela telephone number (043) 706 6500
- NOTE** : **People living with disability are encouraged to apply**