

## 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:** Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialized by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed initialized a new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit 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. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. 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). 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: 27 June 2022

**POSTS:** Deputy Director: Internal Control

**REFERENCE NO:** Q9/2022/34

**SALARY:** R 744 255.00 pa (Salary Level 11)

**CENTRE:** Pretoria National Office

**REQUIREMENTS:** An undergraduate degree (NQF Level 7 as recognized by SAQA) in Finance/Accounting. 3 to 5 years 'functional experience in a Finance environment on Assistant Director level, of which 2 years must be supervisory experience. A valid Driver's license and the ability to drive. **KNOWLEDGE REQUIREMENTS:** Relevant stakeholders. Batho Pele Principles. Data and records management. Treasury Models, Tools, Processes and Techniques. Public Service Act 1994, as amended. PFMA and Treasury Regulations. Public Service Regulations. **Competencies:** Analytical thinking, Client focus, Assertiveness, Goal driven, Innovative/Creative, Ability to work under pressure, Self-motivated. **Skills:** Business writing skills,

**DUTIES:** Manage financial misconduct, losses and claims: Maintain and coordinate the development to finance policies, procedures, processes and circulars. Facilitate the development and review of finance delegations of authority. Assess and recommend the segregation of duties. Develop financial misconduct policy and related losses. Develop standard operating procedure manual on dealing with financial misconduct. Manage the maintenance of the financial misconduct register. Identify financial related misconduct. Monitor the implementation of recommendations regarding financial misconduct and related damages/losses. Advise management and other structures on the recovery of losses relating to financial misconduct. Manage the provision of secretariat services and presentation of financial misconduct investigation reports to the Financial Misconduct and Advisory Committee. Manage entity oversight and financial performance: Monitor financial performance and compliance. Manage the governance structures and necessary instruments governing entities reporting to the Minister, including other institutions, where relevant. Provide support to the CFO to perform financial oversight. Prepare inputs into the disclosure note on material losses to the financial system. Develop financial compliance monitoring tool. Manage effective audit coordination, corporate governance and financial regulatory framework within the Department: Conduct pre-audit assessments to ensure readiness for external audit purposes. Assess and recommend internal controls in processes, procedures to improve of control environment. Manage the coordination of external and internal audits. Develop management action audit plans to address audit findings. Review and analyse reports from the Office on the Auditor General. Internal Audit Unit, analyzing audit findings related to internal control systems. Manage the implementation of resolution(s) taken by oversight bodies relating to internal control. Present status of audit committee and other relevant structures. Facilitate the establishment of financial delegation's framework. Conduct research and regulatory update of internal control framework based on the developments and acceptable good business practice. Manage all resource in the sub-directorate: Manage human, financial and physical resources of the sub-directorate. Compile a section budget and monitor project and report expenditure. Develop the operational plan. Manage the performance and development of staff in terms of PDP's, Performance, Agreement, Performance Assessments and advice o career path.

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape street, Benstra Building, Arcadia, Pretoria.

**ENQUIRIES:** Ms M Legodi (Tel No: 012 399 0000)  
FOR ATTENTION: Ms E Lethole

## **OTHER POSTS**

**POSTS:** Assistant Director: Human Resource Development

**REFERENCE NO:** Q9/2022/35

**SALARY:** R 382 245.00 pa (Salary Level 9)

**CENTRE:** Pretoria National Office

**REQUIREMENTS:** An undergraduate degree (NQF Level 7 as recognized by SAQA) in Human Resource Management or Human Resource Development. 3 to 5 years' relevant experience in the human resource development/training field. A valid driver's license and ability to drive. Knowledge requirements: Knowledge and understanding of legislative frameworks within the human resource development area. Ability to implement projects and understanding of PFMA and procurement processes. Public Service Code of Conduct. South African Qualification Authority (SAQA) and related legislation. Understanding of government priorities governing skills programme(s). Skills Development Legislation. Skills required: Competencies: Applied Strategic Thinking, Customer Focus and Responsiveness, Impact and influence, managing interpersonal conflict and resolving problems and Networking and building relationships.

**DUTIES:** Compile and submit the Quarterly Monitoring Report, Workplace Skills Plan/Annual Training Report: Administer the process to perform skills audit and need analysis. Implement the Workplace Skills Plan and training programmes. Identify training intervention in line with the skills audit/need analysis undertaken. Administer the Quarterly Monitoring Report, Work Place Skills Plan & Annual Training Report. Liaise with relevant SETA's. Serve as a secretary to the Departmental Training Committee. Administer and implement departmental unemployed youth development programmes: Administer and coordinate WIL programme and internship. Facilitate the appointment of WIL learners and interns. Identify, train and support mentors. Monitor learners and interns and compile progress report(s). Draft project implementation plan to SETA's and submit to supervisor. Coordinate, facilitate and monitor training intervention in the Department: Facilitate compulsory induction programme and departmental induction to employees. Coordinate management development programme. Develop and submit training specifications to Supply Chain Management. Compile submission for approval of training interventions. Administer and maintain effective database for training plans and reports. Administer Departmental Bursary scheme: Draft and advertise departmental bursary programme internally. Facilitate bursary briefing session(s)/workshop(s) to newly awarded bursary prior to signing of contracts. Prepare institution and textbook payments for bursary holders. Conduct bursary audits. Facilitate the amendment/development of Human Resource Development Policies and procedures: Gather relevant information. Identify policy gaps and incorporate inputs/amendments. Consult with relevant stakeholders. Analyze policy directives and draft HR Development Circulars. Provide inputs in the development of policies and procedures. Assist in the drafting of departmental HRD Strategy and Implementation Plan(s).

**APPLICATIONS** Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape street, Benstra Building, Arcadia, Pretoria.

**ENQUIRIES:** Mr V Maphalala (Tel No: 012 399 0000)  
FOR ATTENTION: Ms E Lethole

## **OTHER POSTS**

**POSTS:** Assistant Director Strategic Planning

**Reference:** Q9/2022/36

**SALARY:** R 382 245.00 pa (Salary Level 9)

**CENTRE:** Pretoria National Office

**REQUIREMENTS:** An NQF level 7 as recognized by SAQA in Public Administration/Management or equivalent qualifications. 3-5 years at supervisory level in strategic management and planning environment. Skills and Competencies: Communication, Planning and organizing, Analytical thinking, Interpersonal relationships, Problem solving, Conflict management, Presentation, Report writing, Ability to work under pressure. Knowledge requirement: Sound knowledge of strategic planning process and system within the government framework for Managing Programme Performance Information. Sound knowledge of PFMA, Treasury Regulations, Policy framework for Government-wide M&E system, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimate of National Expenditure (ENE).

**DUTIES:** Key performance areas: Develop/review planning policies, departmental planning processes and systems in line with relevant prescripts. Manage the departmental Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate development and implementation of Service Delivery Implementation Plan and relevant documents in line with Operation Management Framework, Public Service Regulations, Directives and other relevant prescripts. Assist with audit matters related to planning function. Supervise subordinates.

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**ENQUIRIES:** Ms I Hlalele Tel No: 012 27) 399 0068  
FOR ATTENTION: Ms E Lethole

**ATTENTION:** MS S Letlape