

## 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:** Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach 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 and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 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: 25 FEBRUARY 2022**

**POSTS: CHIEF FINANCIAL OFFICER**

**REF NO: Q9/2022/05**

**SALARY: R 1 251 183.00 per annum (Salary Level 14).**

**CENTRE: Pretoria (National office)**

**REQUIREMENTS:** An undergraduate degree (NQF Level 7 as recognized by SAQA) in Financial Management or Financial Administration / Management Accounting or relevant financial qualification. A post graduate degree (NQF Level 8 as recognized by SAQA) in Financial Management and / or Financial Administration will be an added advantage. Five (5) years' experience at senior Management level. A valid driver's license and the ability to drive. Knowledge requirements. Knowledge of the PFMA and Treasury related legislation. Accounting principles and practices, tax, and the analysis and reporting of financial data. Track record of business plans and budgeting. Knowledge of risk management frameworks. Skills and competencies: Computer literacy, Communication (verbal&written) skills, presentation skills, Project management skills, Advanced financial management and analytical skills, Planning and Organizing skills, Analytical and Decision-making skills, and Problem-solving skills.

**DUTIES:** Supporting the Accounting Officer in the execution the financial functions in compliance with the PFMA and the Treasury Regulations. Establish and maintain appropriate financial systems and policies to ensure effective and efficient financial management. Provide financial and management accounting services and reporting. Develop and implement a Regulatory Framework on Financial Reporting. Provide effective and efficient Supply Chain Management services. Management of Resources. Conduct Risk Assessment

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**ENQUIRIES:** Ms E Lethole (Tel No: 012 399 0040)

**FOR ATTENTION:** Mr S Baloyi (Tel No: 012 399 0202)

### OTHER POSTS

**POSTS: DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY**

**REF NO: Q9/2022/06**

**SALARY: R 1 057 326.00 per annum (Salary Level 13).**

**CENTRE: Pretoria (National office)**

**REQUIREMENTS:** An undergraduate degree (on NQF Level 7, as recognized by SAQA) IN Computer science or Information Technology. Five (5) years' experience in middle management or senior management level. A driver's license and the ability to drive. Knowledge requirements: The constitution of the Republic of South Africa. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public service Regulations. Government systems and structure. Public Finance Management Act. Public Service Transformation goals.

State Information Technology (SITA) Act. Skills and competencies: Strategic Capability and leadership, programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People management and Empowerment, Communication (verbal and written skills), computer literacy, Presentation Skills, Planning and organizing, Decision making skills, influencing skills. Job related knowledge: Knowledge and or qualification in a recognized framework for ICT, Knowledge of Microsoft windows .Knowledge of ICT systems, knowledge of current technologies and product used in the industry, sound understanding of computer systems (hardware, software) networks etc, experience in controlling information technology budget, knowledge of government prescripts. Government information technology council processes. ability to develop and implement outcome based performance management system to support the achievement of the departmental goals and objective.

**DUTIES:** Provide strategic direction to department to the department with regard to information communication and technology environment. Manage information communication and technology advice and support systems. Provide the delivery of ICT programmes and projects. Manage and monitor services to systems and networks. Management of Resources.

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**ENQUIRIES:** Ms E Lethole (Tel No: 012 399 0040)

**FOR ATTENTION:** Mr S Baloyi (Tel No: 012 399 0202)

#### **OTHER POSTS**

**POSTS:** ASSISTANT DIRECTOR: BUSINESS ANALYST (ICT)

**REF NO:** Q9/2022/07

**SALARY:** R 382 245.00 per annum (Salary Level 9).

**CENTRE:** Pretoria (National Office)

**REQUIREMENTS:** An undergraduate degree or a post graduate diploma on NQF level 7 as recognized by SAQA in business Administration / information technology .2-3 years' experience as a business /system analysis or related field. Knowledge requirement: In-depth knowledge and experience of the following ICT disciplines: project management, enterprise architecture, business analysis and the system development life cycle. In-depth knowledge and experience of utilizing the unified modelling language (UML)/business process model and notation (BPMN) and integrated definition language (IDEF0) standards. Knowledge, capabilities and practices associated with computer architectures and computer/ based information systems related to business operations and mission support, Knowledge of computer and other hardware programming languages, commercial operating systems, web or database systems, network hardware and software, IT security and other technologies that pertain to the acquisition, computation, storage, distribution, reporting, and management of information. Knowledge and ability to use computers and technology efficiently. Work knowledge that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, Implementation, maintainace, and enhancement of security programmes, policies, procedures, and tools. Work knowledge that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development,, implementation, maintainace, enhancement of security programmes, policies, procedures, and tools. Competencies: business IT system. Computer literacy. Security management. Skills required Client service orientation. Commitment to learning. Concern for quality and order. Effective communication, emotional intelligence, information sharing, integrity/honesty, problem solving and analysis, systems thinking and team participation.

**DUTIES:** Review business architecture: define and review the current business architecture baseline and target for IPID. Analyze the business architectural gaps for modifications within the IPID and define solution. Define and review the current application architecture baseline and target for IPID. Analyse the application architectural gaps for modifications within the IPID and define solution. Identified Applications and business opportunities and solutions. Define requirements: gather, analyze and develop user requirements specifications. Develop functional specifications. Analyse and identify solutions: prepare business case for identified projects in conjunction with stake holders. Review the implementation and align to business case. Enable operation and use: implement the targeted application architecture baseline within business. Define and execute quality/test assurance plans for modification in business. Provide user training on new developed solutions .

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**ENQUIRIES:** Mr. T Tsotetsi. (Tel No: 012 399 0040)

**FOR ATTENTION:** Mr S Baloyi (Tel No: 012 399 0202)

#### **OTHER POSTS**

**POST:** ASSISTANT DIRECTOR :GENDER FOCAL POINT:(12 MONTHS CONTRACT)

**REF NO:** REF NO: Q9/2022/08

**SALARY:** R 382 245.00 per annum (Salary Level 9) plus 37% lieu benefits

**CENTRE:** National Office

**REQUIREMENTS:** A recognised NQF level 7 Degree as recognized by SAQA in social/human sciences. 3 years relevant experience. knowledge requirements : financial and project management experience, Managerial ,organisational and communication skills. networking abilities, research skills. Policy analysis and implementation, sound knowledge of the relevant public service legislation, report writing, extensive knowledge and sight into current debates on the relevant focus areas. Competencies and skills required: Job knowledge, communication ,interpersonal relations, flexibility, team work, computer skills, planning and organization skills, language skills ,good verbal and written communication skills.

**DUTIES:** To develop and to review Gender Women and Youth policies and programme of action within the department in line with the applicable prescripts. Render assistance to management in mainstreaming and promoting special national projects /programmes with regards to gender women and youth in the respective line functions. Develop and monitor strategies ,operational plans, policies and procedures for the implementation of gender women and youth programmes. Implement internal gender mainstreaming policy. strategy and procedures. To facilitate participation in national events, outreach programmes and projects. participate in cross cutting working teams within the department on programmes aimed at improving the life and status gender women and youth. Coordination of all Administration aspects for gender mainstreaming.

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941. Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**ENQUIRIES:** Ms E Lethole (Tel No: 012 399 0040)

**FOR ATTENTION:** Mr S Baloyi (Tel No: 012 399 0202)

### **OTHER POSTS**

**POSTS:** LABOUR RELATIONS PRACTITIONER

**REF NO:** Q9/2022/02

**SALARY:** R321 245.00 per annum (Salary Level 8).

**CENTRE:** Pretoria

**REQUIREMENTS:** A relevant Bachelor's degree or equivalent qualification in HRM or Labour Relations. 3-5 years' experience in Labour Relations environment, valid driver's license. Knowledge requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBC & GPSSBC Resolutions and Case Law. Skills and competencies: Communication (verbal and written) skills, problem solving, planning skills, Creativity, Good interpersonal skills, Computer literate, Ability to work under pressure, Analytical skills and negotiation skills.

**DUTIES:** Handle grievances and misconduct, Represent the department in dispute resolutions forums, Ensure labour peace and discipline in the department. Provide Labour Relations training, Assist in the development and implementation of Labour Relations policies. Coordinate the departmental bargaining Chamber meetings. Advise employees and management on Labour related issues. Provide administrative duties to the component.

**APPLICATIONS:** Independent Police Investigative Directorate, Private Bag X 941 Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**ENQUIRIES:** Mr E Makeke (Tel No: 012 399 0000)

**FOR ATTENTION:** Ms E Lethole (Tel No: 012 399 0040)

### **OTHER POSTS**

**POSTS:** ADMINISTRATION CLERK

**REF NO:** Q9/2022/03

**SALARY:** R 176 310.00 per annum (Salary level 05).

**CENTRE:** Bethlehem

**REQUIREMENTS:** A grade 12 certificate or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing

**DUTIES:** Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel

claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**APPLICATIONS:** Post to Independent Police Investigative Directorate, 15 CNR Andrew & Westburger Streets, Ground Floor, Standard Bank Building, Bloemfontein.

**FOR ATTENTION:** Mr T Kompela

**ENQUIRIES:** Ms M Motaung (051) 406 4800