

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. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled 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 and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. 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) (only when shortlisted). 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 indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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. 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). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. 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: 24 FEBRUARY 2023

POST: Supply Chain Clerk: Supervisor x2

REF NO: Q9/2023/14

SALARY: R 269 214.00 pa (Salary Level 7).

CENTRE: National Office(Pretoria)

REQUIREMENTS: Grade 12 certificate or equivalent with 3-5 years' experience. **Knowledge requirements:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. **Skills and Competencies:** Job knowledge, Computer Skills (SCM systems) Communication, Planning and organization. Interpersonal relations, Language skills, Flexibility, Good verbal and written Communication skills, Teamwork.

Duties:Key Performance Areas: **Supervise and render assets management clerical services:** Oversee the compilation and maintenance of asset records, verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. **Supervise and render demand and acquisition clerical services:** Update and maintain asset register database. Ensure that suppliers are captured and registered on the LOGIS system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders for assets are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the Disposal considerations. **Supervise and undertake logistical support services:** Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and bar-coded. Receive requests for goods from end-users. Issue goods to end users. Check and maintain goods registers. **Supervise human resources/staff:** Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.

ENQUIRIES: Mr Makhale (Tel No: 012 399 0000)

FOR ATTENTION: Mr. B Alberts (Tel No: 012 399 0217)

OTHER POSTS

POST: Administration Clerk (Security Services)

REFERENCE NO: Q9/2023/13

SALARY: R 173 703.00 per annum (Salary level 05) the successful candidate will be required to sign a performance agreement.

CENTRE: National Office(Pretoria)

REQUIREMENTS: A grade 12 certificate. No previous experience required. **Knowledge requirements:** 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, Job knowledge, Language skills.

DUTIES: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data. 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:** Capture and update expenditure 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: Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.

ENQUIRIES: Ms N Netsianda (Tel No: 012 399 0000)

FOR ATTENTION: Mr B Alberts (Tel No: 012 399 0217)

OTHER POSTS

POST: Finance Clerk (Production)

REFERENCE NO: Q9/2023/11

SALARY: R 173 703.00 per annum (Salary level 05) the successful candidate will be required to sign a performance agreement.

CENTRE: National Office(Pretoria)

REQUIREMENTS: A grade 12 certificate. No previous experience required. **Knowledge requirements:** Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation, procedures and Treasury Regulations (PFMA, DORA,PSA,PSR.PPPFA, Financial Manual). Knowledge of basic financial operating systems. **Skills and competencies:** Job knowledge, Computer operating skills, Communication, Planning and organization, Interpersonal skills, Language skills, Flexibility, Good verbal and written communication skills, Teamwork, Basic numeracy skills, Accuracy and the Ability to perform routine tasks.

DUTIES: Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval. Process invoices. Filing of all documents. Collection of cash. **Perform Salary Administration Support Services:** Receive salary advices. Process advices. File all documents. **Perform Bookkeeping Support Services:** Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. **Render a budget support service:** Collect information from budget holders. Compare expenditure against the budget. Identify variances. Capture allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.

ENQUIRIES: Ms EM Moatshe (Tel No: 012 399 0000)

FOR ATTENTION: Mr B Alberts (Tel No: 012 399 0217)