

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 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central

CLOSING DATE: 5 August 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.

POST : DIRECTOR: EXECUTIVE SUPPORT

REF NUMBER: Q9/2016/53

SALARY: R864 177.00 per annum (Salary level 13). All-Inclusive package which includes a basic salary and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: PRETORIA (NATIONAL OFFICE)

REQUIREMENTS: A relevant Bachelor 's degree in Public Administration or Law or Business Management or equivalent qualification. Five (5) years experience at management level. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations applicable to the Public Service. Proven managerial as well as administrative, communication, planning and organisational skills will be a strong recommendation. A good track record of managing strategic programmes and projects. Strategic thinker who is able to work with individuals and teams at both management and operational level. A valid driver's license is essential. Ability to work under pressure. **Skills and Competencies:** Strategic capability and leadership. Analytical thinking, problem solving and decision skills. Innovative and creative. Project management at administrative level. People development and empowerment. Good communication (verbal and written) skills. Presentation skills. Client orientation and customer focus. Results-driven. Honesty and Integrity. Ability to maintain sound interpersonal relations.

DUTIES: Performance management of staff. Develop and maintain effective document management system within the Office of the Executive Director. Provide strategic and content management advice to the Executive Director. Co-ordinate and facilitate the implementation of special projects. Co-ordinate liaison with the Minister, MEC's and Parliament. Coordinate administrative and logistical support to office to the Office of the Executive Director. Coordinate interaction with the Civilian Secretariat of Police and SAPS. Coordinate secretarial services to the Top Management Committee, and Consultative Forum and other forums. Develop, implement and maintain framework of internal and external stakeholder coordination. Quality Assurance of reports and written instruments. Manage the component's budget.

ENQUIRIES: Ms LM Nonjaduka @ (012) 399 0027

FOR ATTENTION: Ms Daisy Mashapa @ (012) 399 0211

POST: DEPUTY DIRECTOR: EXECUTIVE SUPPORT

REF NUMBER: Q9/2016/54

SALARY: R612 822.00 per annum (Salary level 11). All-Inclusive package which includes a basic salary (70% or 75% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: PRETORIA (NATIONAL OFFICE)

REQUIREMENTS: A relevant NQF level 6 tertiary qualification in Public Administration or equivalent with at least 5 years relevant experience in administrative procedures. 2 years of experience must have been at junior management level. Knowledge of and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations applicable to the Public Service. Proven administrative, communication, planning and organisational skills will be a strong recommendation. A good track record of managing / supervising staff. Independent thinker who is able to work with individuals and teams at both management and operational level. A valid driver's license is essential. Ability to work under pressure. **Competencies:** Strong administrative capability and leadership abilities. Analytical thinking, problem solving and decision skills. Innovative and creative. Project management at administrative level. People development and empowerment. Good communication (verbal and written) skills. Presentation skills. Client orientation and customer focus. Results-driven. Honesty and Integrity. Ability to maintain sound interpersonal relations.

DUTIES: Performance management of staff. Develop and maintain effective document management system within the Office of the Executive Director. Provide administrative and content management advice to the Director: Executive Support. Co-ordinate and facilitate the implementation of special projects. Support Liaison with the Minister, MEC's and Parliament. Coordinate administrative and logistical support to office to the Office of the Executive Director. Coordinate interaction with the Civilian Secretariat of Police and SAPS. Coordinate secretarial services to the Top Management Committee, and Consultative Forum. Develop, implement and maintain framework of internal and external stakeholder coordination. Quality Assurance of reports and written instruments.

ENQUIRIES: Ms LM Nonjaduka @ (012) 399 0027

FOR ATTENTION: Ms D Mashapa @ (012) 399 0211

POST: EXECUTIVE PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR

SALARY: R 311 784.00 per annum. (The successful candidate will be required to sign a performance agreement).

CENTER: PRETORIA (NATIONAL OFFICE)

REFERENCE NUMBER: Q9/2016/55

REQUIREMENTS: Applicable tertiary NQF level 5 qualification with a minimum 5 years' experience in a senior managers office, Excellent writing and reporting skills, Good communication verbal and non-verbal, organisational skills, Sound interpersonal skills and high levels of reliability, Knowledge and understanding of the PFMA, IPID Act, and other relevant legislation and regulations that govern Public Service, Ability to work under pressure and meet strict deadlines, Attention to details, Computer proficiency, Customer service, Planning, organizing and Control, Problem solving skill, Team work, Professional conduct, Stress tolerance, Self-management, Work ethics, Integrity and Honesty, A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours.

DUTIES: Key competencies:

Monitor and co-ordinate manager's diary, Screen all telephone calls, enquiries and requests for appointments, Make appointments and verify correctness of arrangements concerning venues, time, participants, Ensure manager has all relevant documentation and background information when attending meetings, workshop, conferences, and when travelling locally or overseas, Ensure that the manager's office is always staffed during office hours, telephones answered an enquiries dealt with expeditiously, Handle day to day tasks, as requested by the manager, Ensure effective liaison and good relationship between the manager's office and management, staff, other government department and the public, Project appropriate image of the manager's office, Plan, manage, implement, monitor and support the activities of the manager, Ensure success and timeous completion of all projects/tasks/activities, Take responsibility for the smooth running of the office of the manager, Ensure accurate filing of all mail and documentation.

ENQUIRIES: Ms LM Nonjaduka @ (012) 399 0027

FOR ATTENTION: Ms Daisy Mashapa @ (012) 399 0211