

ANNEXURE

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 491 , Pretoria , 0001 Or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
- CLOSING DATE** : 22 July 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.

OTHER POSTS

- POST** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: Q9/2016/52**
- SALARY** : R 211,194.00 per annum (Salary level 7) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Applicants should be in possession of a relevant three years Bachelor's degree or equivalent NQF 6 in financial management and three years' experience. Previous working experience of debts is compulsory. Good working knowledge of debt Management. Strong supervisory skills, Proven knowledge of Bas and PERSAL. Proven knowledge of the Public Finance Management Act and National Treasury Regulations, Computer skills (MS Word, PowerPoint and Excel), Ability to work under pressure and prepared to work irregular hours, good verbal and written communications skills. A driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for ensuring that all debts are raised, recovered or written-off, Ensure that all debts are captured and authorized according to prescripts, Manage all debtors and ensure that all internal and external debtors are informed of their debts, Ensure PERSAL deductions relating to debt are captured and authorized daily, Improve debt recovery within the organization Prepare monthly age analysis and debt status report to ensure progress within the Debt Section, Follow up on long outstanding debts, Liaise with Legal services, Ensure proper record keeping of all debt documents, Manage all debt related suspense control accounts, Supervision of staff and attend to audit queries. Maintaining the fund shift register, shifting of funds on BAS and filing fund shifts thereof. Compilation and capturing of journals on BAS to correct misallocations. Requesting ECC report and sending to end users. Perform any other ad hoc tasks, be able to work under pressure and meet strict deadlines.

- ENQUIRIES** : Mr N Nekhumbe @ 012 399 0213
- FOR ATTENTION** : Ms P Hlalele @ 012 399 0189