

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.

CLOSING DATE : 8 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 and verification of qualifications. Faxed, emailed, registered post and late applications will not be considered.

OTHER POSTS

POST : **SENIOR INVESTIGATOR**

REF NO : Q9/2016/49

SALARY : R 262 272.00 per annum (Salary level 8) .The successful candidate will be required to sign a performance agreement

CENTRE : **North West District office (Rustenburg)**

REQUIREMENTS : A minimum of grade 12 or relevant diploma/degree in policing or law and three (3) years proven experience in criminal investigations • Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration • A valid unendorsed Code 08 driver's licence is essential and able to drive the motor vehicle in that class • Computer literate and able to work under pressure • Competent and fit to handle firearm or must be willing to undergo such a test • Willing to perform standby and overtime duties. Skills and Competencies: Analytical thinking, problem solving and decision making skills • Competent in interviewing, report writing as well as verbal and written communication skills • Client orientation and customer focus • Results driven.

DUTIES : Supervise investigators • Receive, register and allocate cases • Attend crime scenes and post mortems • Collect, safeguard and process exhibits at the crime scene • Conduct interviews with suspects and witnesses and obtain affidavits • Advise the victims of their next of kin and other relevant stakeholders regarding progress of the investigation • Stakeholders management • Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act • Conduct searches, seizures and collection of evidence ect. • Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Update electronically the status of each case on the database.

ENQUIRIES FOR ATTENTION : Mr. Rebaone Pebe
: Ms. Lesego Maamogwa

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng, 2745 or hand deliver to IPID Provincial Office 1st Floor Molopo Shopping Centre, No 1 station road, Mafikeng.

OTHER POSTS

- POST** : **SECRETARY TO DIRECTOR: HRM & DEVELOPMENT SERVICES**
- REF** : Q9/2016/50
- SALARY** : R142 461.00 per annum (Salary level 5) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : **National Office: Pretoria**
- REQUIREMENTS** : A three-year tertiary qualification in Office Administration or a Senior Certificate with extensive Secretarial experience. Computer skills such as MS Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system) sound minutes taking and communication skills as well as general office experience are essential. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be reliable, flexible, creative and be able to maintain confidentiality, client focused and quality oriented.
- DUTIES** : Key Competencies include: General secretarial, administrative and support services to the Director such as: Receive and make telephone calls, Manage the Director's Diary, Make travel and accommodations arrangement, Arrange meeting and takes minutes, type letters/memorandums/submissions/reports, Send and receive e-mails and faxes, Extract and process data and dissemination of management information in the context of office automation file, retrieve, track document for the office of the Director, consolidate monthly reports for the office and compile budget for Directorate.
- ENQUIRIES FOR ATTENTION** : Ms Portia Hlalele @ 012 399 0189
: Mr N Nekhumbe @ 012 399 0213
- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivers to City Forum Building, 114 Madiba Street, Pretoria Central