

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: 04 AUGUST 2023

POST: DEPUTY PROVINCIAL HEAD: NORTHERN CAPE

SALARY: R 1 182 765 per annum (All-Inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package).

CENTRE: Northern Cape

REF NO: Q9/2023/35

REQUIREMENTS: A NQF level 7 degree, as recognised by SAQA in Policing or Law. Five (5) years' proven experience in criminal investigations at middle management (MMS) level. A valid unendorsed Code 08 driver's license and the ability to drive a motor vehicle in that class. Knowledge Requirements: Thorough knowledge of Criminal Law, Criminal Procedure and Law of Evidence and the IPID Act is essential. The IPID's legislative imperative, internal policies and Standard Operating Procedures. In depth knowledge of the investigative systems, investigative database' and procedures. Knowledge of human rights, government's broad transformation objectives and initiatives and the Constitution are essential. Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Skills and Competencies: Computer literacy. Project

management at a strategic level skills. The ability to work under pressure. Competent in interviewing, report writing as well as verbal and written communication. Verbal and written communication skills. Competent and fit to handle a firearm or willing to undergo such a test. Willingness to be on standby and perform overtime duties. Innovative and creative. Analytical thinking, Problem-solving and decision making skills. Client orientation and customer focus. Results-driven. People management and empowerment. Planning Skills. Managerial Skills. Job Knowledge.

DUTIES: Manage investigations on the province related to the investigation of section 28 matters of the IPID Act. Conduct high profile investigations. Approve completion and closure of cases after quality investigations. Ensure the Province meets the strategic objectives on investigation and information management. Manage Administrative duties of the office: Develop good working relations with key stakeholder. Manage information and data integrity in the Province. Ensure compliance with administrative guidelines issued by the Executive Director. Ensure productivity, internal controls and compliance with the IPID Act, Regulations and Standard Operating Procedures. Management of resources: Overall management of the investigation component, including, but not limited to personnel, assets and workload. Management of staff. Evaluate employees at performance review evaluation meetings. Ensure proper Administrative and Financial Management in the Province.

APPLICATIONS: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001

FOR ATTENTION: Ms. K.E Lethole @ (012) 399 0040

ENQUIRIES: Mr T Keefelakae

OTHER POSTS

POST: ASSISTANT DIRECTOR: BUDGET ANALYST

REF NO: Q9/2023/36

SALARY: R 424 104 per annum

CENTRE: NATIONAL OFFICE

REQUIREMENTS:

A relevant tertiary qualification in Financial Management at NQF level 7. 3 years relevant supervisory experience.

Knowledge requirements: Knowledge of the human resources management functions; Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector; Knowledge of policy development processes; Knowledge of the policies of the government of the day, Knowledge of strategy development, strategy management and strategy monitoring and review process; Knowledge of financial management processes; Research and reporting procedures; Client needs, planning and organizing and interpretation of policy matters. Knowledge of financial norms and standards, e.g. Public Finance Management Act, National Treasury Regulations, Directives and Instructions.

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, Problem solving skills, Excellent networking and network formation skills, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Team Player, Change Management, Knowledge Management, Service delivery innovation, Adaptability, Problem solving and analysis. People Management and Empowerment, Honesty and Integrity, Communication

DUTIES: Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements.

Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

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ATTENTION: Mr. S Baloyi: Tel: 012 399 0000

ENQUIRIES: Ms. K Makabanyane