

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.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia Pretoria 0001 or e-mailed to recruitment13@ipid.gov.za
- FOR ATTENTION** : Ms. P Mereko Tel No: (012) 399 0000
- CLOSING DATE** : 05 July 2024
- 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. The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 22/15** : **DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: Q9/2024/18**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : National Office (Pretoria)
- REQUIREMENTS** : An appropriate recognised Bachelor Degree or equivalent qualification at NQF Level 7 in Supply Chain Management/ Logistics / Public Procurement with (five) 5 years' relevant experience at Middle Management level or equivalent level is required. A valid driver's license. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPFPA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as advanced computer skills. The ability to manage staff and

draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated.

DUTIES

: Manage the monitoring and evaluation of compliance to the internal and external policies, systems and processes within SCM Unit; monitoring conducted and reported quarterly. Systems to monitor and evaluate implementation and compliance to Supply Chain and processes designed and maintained. Evaluations conducted and reported annually. Ensure that systems for the effective and efficient functioning of the component are developed and maintained. Ensure that budget is completed and submitted by stipulated due dates. Ensure that Annual and operational plans related to the unit are developed and submitted. Ensure that inputs to the Departmental Financial Statements and Annual Reports are provided. Non-compliance escalated to the CFO: Manage the demand support services; Design and develop demand management policies processes and procedures. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities such as procurement management plan, ensuring whether specifications should contain any special conditions, ensure that tender/quotation specifications are compiled as required. Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals where required. Manage acquisition for goods and services; Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage and ensure setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and oversee all the bidding process. Manage Departmental Contracts; Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. (c). Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage supply and logistics services; Design and develop logistics management policies processes and procedures. Perform strategic and annual supply chain logistics management planning. Monitor and review logistical management. Ensure the processing of requisitions for goods and services. Ensure placement of orders for goods and services. Ensure safekeeping and distribution of goods. Ensure that stock control is done. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics management practices. Manage procurement risks and performance; Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier performance management. Manage the safeguarding of SCM information. Design and develop risk and performance management policies processes and procedures, perform strategic and annual risk and performance management planning. Manage lease and Assets including Disposal Management; Design and develop asset management systems, policies, perform strategic and annual physical asset management planning. Establish the asset management plan of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers and maintenance of assets. Ensure maintenance of the asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Develop and oversee the implementation of the disposal plan and identify assets for disposal. Develop asset needs assessment, facilitate recording of loss, damage or mismanagement of assets and mechanisms to safeguard assets. Ensure performance and management of lease processes.

ENQUIRIES

: Mr S Ndaba Tel No: (012) 399 0000

OTHER POSTS

POST 22/16

: **SENIOR LEGAL ADMINISTRATION OFFICER MR6 – OSD REF NO: Q9/2024/19**

SALARY CENTRE REQUIREMENTS

: R556 356 – R625 059 per annum (Basic notch plus benefits)
: National Office: Pretoria
: Degree in Law, on NQF 7 level, as recognized by SAQA. Eight (8) year's appropriate post qualification legal experience in investigations/forensic investigations and litigation. Admission as an Advocate or an Attorney will be regarded as an added advantage. A valid unendorsed Driver's License. Knowledge requirements: Expert understanding of Court processes, Administrative and Constitutional Law, Law of Evidence. In depth knowledge of Law of Delict,

Civil and General Litigation, the Public Finance Management Act, Criminal Law and the Criminal Procedure Act. Knowledge of the South African legal system and the legal fraternity. Knowledge of PAIA and POPI Acts. Knowledge of the IPID Act and Mandate. Skills and competencies: Financial Management. Communication skills (Verbal and written) Strategic capability and Leadership. Planning and organizing skills. Stakeholder Management. Interpersonal skills. Legal interpretation on legislation, policies and procedures within the public service. Presentation skills. Criminal procedure and practice Project management skills. Negotiation skills. Litigation skills. Analytical skills. Conflict resolution skills. Research skills

DUTIES : Provide Legal Advice / Legal Opinions: Research the applicability of legal principles on legal Opinion' Higher legal position of the Opinion, Conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions. Formulate questions to be answered on legal Opinions. Study and cite relevant cases on aspects related to legal Opinions. Provide recommendation and conclusion within permissible legal prescripts, Consult client to verify request for opinion and contents of the opinion upon finalisation. Liaise with stakeholders on legal interventions. Draft and/or edit legal correspondence on all legal administrative enquiries. Litigation management: Provide evidence in regard to possible settlement and negotiate settlement with opponent. Prepare instruction State Attorney and make recommendations for appointment of suitable Advocate to be appointed of suitable Advocate to be appointed if necessary. Monitor the court case from the inception to its finality finalisation. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Determines the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend matter. Consult with the relevant line function. Prepare brief advising the relevant authority seeking authority to institute or defend the Departmental legal position. Drafting of Practice Notes: To conduct research on criminal law matters. Conduct workshops on Practice Notes. Consider court judgements and the implication thereof on Investigations. Management of PAIA applications: Consider the legality of PAIA applications. Prepare monthly reports on PAIA applications. Consider the provisions of the POPI Act. Liaise with stakeholders to obtain required information and communicate with requesters on progress. Manage the Administration of the Unit: Provide inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan. Submit monthly and quarterly reports to the Director. Processing of applications for Policing Powers.

ENQUIRIES : Mr S Ramafoko Tel No: (012) 399 0066

POST 22/17 : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: Q9/2024/21**

SALARY : R444 036.per annum (Level 09)
CENTRE : National Office (Pretoria)
REQUIREMENTS : NQF level 7 in Security Risk Management, Public Administration/Management, Social Science or equivalent relevant qualifications. 3 - 5 years' administrative / supervisory experience in Risk, Anti-Corruption and Integrity Management environment.

DUTIES : Implement ethics management policies and procedures. Manage and maintain ethics management related systems. Monitor Compliance on all ethics management activities. Conduct ethics management awareness campaigns programmes, workshops, roadshows and information sharing sessions. Render logistical support to ethics and integrity management steering committee meetings. Act as secretariat of the integrity management steering committee meetings. Coordinate ethics management function: Advice management and staff on the promotion of integrity and ethical behavior. Identify and report unethical behavior. Maintain records of reported cases. Provide technical support on the financial disclosure system. Maintain records of reported cases. Provide technical support on the financial disclosure system. Process and record application on remunerative work performed by employees outside their employment and generate reports thereof. Safe keeping and main database on risk. Anti – corruption and integrity management. Supervise employee to ensure an effective service. This would inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms M Mothoagae Tel No: (012) 399 0000

POST 22/18 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: Q9/2024/22**

SALARY : R444 036 per annum (Level 09)
CENTRE : National Office (Pretoria)
REQUIREMENTS : An undergraduate NQF level 7 qualification as recognized by SAQA in Auditing and / or Accounting. Three years; relevant supervisory experience in Internal Audit. Driver's License. Skills and competencies: Interpersonal skills. Good communication skills. Report writing skills. Computer literary. Planning skills. Project management. Conflict management and problem-solving skills. Ability to work under pressure. Knowledge requirements: Knowledge of the 3-year

- internal audit strategic and annual plan. Framework for strategic plans and Annual Performance plans. Public Audit Act.
- DUTIES** : Provide assistance and input in the development and review of the Internal Audit Plans, Policies and Procedures. Conduct Audit projects and compile draft audit report. Assist in coordination of audit committee activities. Including the provision of Secretariat Services for Audit Committee meetings. Assist with preparation of draft Internal Audit Performance reports or submission to the relevant stakeholders and forums. Promote and improve the image of internal audit by submitting client satisfaction questionnaires to the auditee after the final report is issued in order to evaluate for service delivery improvement. Supervise and manage staff.
- ENQUIRIES** : Mr. E Sebaka: Tel No: (012) 399 0000
- POST 22/19** : **INTERNAL AUDIT PRACTITIONER REF NO: Q9/2024/23**
The successful candidate will be required to sign a performance agreement
- SALARY** : R308 154.per annum (Level 07)
CENTRE : National Office (Pretoria)
REQUIREMENTS : An appropriate three-year NQF7 Degree in Internal Auditing or Accounting. Three years full time experience in internal Audit. Valid driver's license. Member of the institute of Internal Auditors of South Africa (IIASA). Knowledge of public service. Knowledge of framework for strategic plans and annual performance plans. Knowledge of international Standard for the professional practice of internal Auditing (ISPPA). Knowledge of Regulatory Framework of the Public Service eg PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. Understanding of project management principles. Understanding of PERSAL.BAS and Logis Systems and any other analytical software. Skill and Competencies: Interpersonal Skills. Good communication skills, report writing skills, analytical skills, computer literacy, planning skills, conflict management and problem-solving skills, ability to work under pressure
- DUTIES** : Provide assistant and input in the development and review of the internal audit plans, policies and procedures. Conduct audit projects and compile draft audit reports. Assist in coordination of audit committee activities, including the provision of the Secretariat Services for Audit Committee Meetings. Assist with the preparation draft Internal Audit Performance reports for submission to the relevant stakeholders and forums. Supervisee clerical staff.
- ENQUIRIES** : Mr. E Sebaka: Tel No: (012) 399 0000