

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 Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment14@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Mr S Baloyi Tel No: (012) 399 0202
- CLOSING DATE** : 13 September 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.

OTHER POST

- POST 31/01** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: Q9/2024/27**
- SALARY** : R849 702 per annum, (all-inclusive package)
- CENTRE** : Pretoria

REQUIREMENTS

: An NQF Level 7 Degree as recognized by SAQA, in Public Administration or Law or Business Management. 3years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who is able to work with individuals and teams at both management and operational level. Knowledge of Criminal and procedures. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven.

DUTIES

: Ensure Administrative Support Services: Coordinate and facilitate the implementation of special projects. Provide administrative and logistical support to the Executive Director. Provide secretarial services to management and government structures and meetings. Liaise with and coordinate activities of management and various committees. Coordinate and facilitate legal related matters of the office of the Executive Director. Coordination and facilitation of investigation related matters, complaints, follow up and minor reports. Quality assurance of reports submitted to the office of the Executive Director. Develop and maintain effective document management system in the office of the executive Director and quality assures reports and written instruments. Assist with the process for preparation of questions from Parliament. Ensure Coordination with the Departmental, Cabinet, Parliamentary, Cluster Management and related structures. Coordinate interaction and collaboration with the Minister's office and other stakeholders. Establish and maintain sectoral and intergovernmental relations. Liaison with Parliamentary Committees, Cabinet Clusters and working committees as well as key departmental stakeholders such as SAPS, MPS, Civilian Secretariat, NPA, SIU, Public Protector, State Security Agency Civil Society Organizations etc. Manage Human Resources: Performance Management of Staff. Supervision of Staff. Apply discipline, Training and development of staff. Coordinate administrative and logistical support to the office of the Executive Support. Provide an effective and efficient secretarial service during management meetings. Supervise Admin Staff.

ENQUIRIES

: Mr O Khanyi Tel No: (012) 399 0038