

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.

<u>CLOSING DATE</u>	:	25 October 2024
<u>NOTE</u>	:	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 bellow-mentioned posts. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

OTHER POSTS

- POST 37/04** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2024/37**
- SALARY** : R849 702 per annum (Level 11), all-inclusive package which includes a basic salary and flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract
- CENTRE REQUIREMENTS** : National Office: Pretoria
An appropriate recognised three year (3) degree in Supply Chain Management, Public Procurement, Logistics or Bachelor of Commerce in SCM. At least 3-5 years' experience in Supply Chain and Asset Management at Assistant Director Level. Knowledge requirements: Extensive knowledge and experience in Supply Chain Management and Assets Management; In depth knowledge of Financial Management, Supply Chain Management and Assets Management procedures and prescripts is vital; Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM practice notes, regulations, directives, circulars, policy frameworks is essential; LOGIS and BAS knowledge and experience, as well as Accounting 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; Be able to work under pressure, independently and overtime when necessary; The successful candidate must be highly reliable; Self-motivated; Flexible; Creative; Client focused and quality orientated.
- DUTIES** : Development and implementation of the Supply Chain and Assets Management systems; Monitor the performance of bid committees which includes specification, evaluation and adjudication; Manage the Demand Management process including needs analysis, annual procurement plan, confirmation of available funds, identification of methods of procurement, market and industry analysis; Identifying preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Identify preference points system and specific goals per commodity in terms of preferential procurement regulations; Development and management of utilisation of a central supplier database; Analysis of procurement request for quotations; Management of logistics operations including placing orders, inventory management, stocktaking; Develop and manage the disposal plan; Develop the reports on supply chain and assets management information for approval and submission to internal and external stakeholders; Manage the implementation of SCM performance system; Manage the quarterly SCM risk assessment and development of risk mitigation strategies; Development and manage the implementation of assets management system including the applicable policies and procedures. Manage the development of strategic asset management plan and process aligned with the Department` strategy and the allocated budget; Manage the development of the assets register including the updating due to acquisition, maintenance, transfers, disposal and valuation; Manage the performance management of assets acquisition process including physical verification of assets in line with the Assets Management Policy; Facilitation and management of safeguarding of assets including recording of loss, damages and mismanagement of assets; Manage the Department` contracts and suppliers` performance; Manage travel and accommodation arrangement for the Department. Maintain relationship with IPID` Service providers. Utilise BAS to capture accounting transactions, control the general ledger, and prepare financial reports including inputs to financial statements. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of expenditure, assets and liabilities. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.
- ENQUIRIES APPLICATIONS** : Mr P Setshedi Tel No: (012) 399 0030
Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0189

POST 37/05 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2024/38**

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria Office
REQUIREMENTS : A relevant tertiary qualification at NQF 7 in Public Administration/Management or relevant qualifications. 3 – 5 years' experience at supervisory level in monitoring and evaluation environment preferably in the Public Service. Knowledge requirements: Sound knowledge of M&E process and system within government sphere. Sound knowledge of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Programme Performance Information, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimates of National Expenditure (ENE), Annual Report Guideline. Skills and Competencies: Communication. Planning and organising. Analytical thinking. Computer literacy. Interpersonal relationship. Problem solving. Conflict management. Report writing. Presentation. Ability to work under pressure.

DUTIES : Develop/review M&E policies, departmental planning processes and systems in line with relevant prescripts. Coordinate development, analysis and submission of quarterly/mid-year reports on implementation of Strategic Plan and Annual Performance Plan. Coordinate development and analysis of quarterly reports on implementation of Operational Plan. Coordinate the development, submission and tabling of Annual Report on implementation of departmental plans. Coordinate the verification of performance information to ensure reliability of information. Assist with evaluation of department's performance in line with the Evaluation Plan. Supervise subordinate/s

ENQUIRIES : Ms S Letlape Tel No: (012) 399 0035
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION : Ms P Mereko Tel No: (012) 399 0189

POST 37/06 : **ASSISTANT DIRECTOR: (BUDGET ANALYST) REF NO: Q9/2023/39**

SALARY : R444 036 per annum (Level 09)
CENTRE : National Office: Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. 3 to 5 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.

**ENQUIRIES
APPLICATIONS**

: Mr P Tsoanyane Tel No: (012) 399 0157
 : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Ms P Mereko Tel No: (012) 399 0189

POST 37/07

: **ASSISTANT DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: Q9/2023/40**

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
 : National Office: Pretoria
 : A Bachelor in Security Management or any related field at NQF Level 7 as recognized by SAQA. A minimum of 3 years' experience in the Security Supervision or Management. Registered with PSIRA. A Valid driver's license. Knowledge requirements: Knowledge of the Occupational Health and safety Act. Good understanding of the minimum Information security standards, Criminal procedure Act, Control of Access to Public premises and Vehicle Act, Protection of information Act. Knowledge of enabling legislation relating to security. Skills and competencies: Applied strategic thinking. Budgeting and financial management. Communication and information management. Customer focus and Responsiveness. Developing others. Diversity management. Impact and influence. Impact and influence. Managing interpersonal conflict and Resolving Problems. Networking and building bonds. Problem solving and Decision Making. Team leadership. Skills required: Verbal and written communication skills. Liaison skills. Presentation skills. Investigation skills. Planning and organization skills. Project Management skills.

DUTIES

: Coordinate Security training and awareness. Make appointment(s) with relevant stakeholder/client. Secure training facility. Provide training material. Provide attendance certificate. Manage security functions: Ensure Personnel, Documentation, Physical, Electronic (Computer), and Surveillance security. Provide inputs to the internal Security Policy and precedents based on the MISS documents. Support the creation, development and maintenance of the

security training capacity for the Department and conduct training sessions for all employees. Conduct physical security appraisal and ensure proper implementation of recommendations. Advise Management regarding security issues. Identify risks and threats to the Security of the Department, including risk assessment for the employees as well as investigations on security breaches. Liaise with stakeholders. e.g SSA, SAPS etc. General supervision of the unit: Supervision of human resource. Supervision of Financial Resources.

ENQUIRIES
APPLICATIONS

: Mr K Mpadisang Tel No: (012) 399 0208
: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment13@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION

Ms P Mereko Tel No: (012) 399 0189