

**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.*

**CLOSING DATE** : 22 April 2025

**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](http://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). 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.

**OTHER POSTS**

**POST 12/76** : **ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: Q9/2025/26**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : National Office (Pretoria)

**REQUIREMENTS** : A Degree or Advanced Diploma on NQF Level 7 as recognized by SAQA, in Information and Communication Technology or related field with 2-3 years' working experience obtained in an ICT environment on software application development. Software development language certification C# and .Net), SharePoint 2019 or Online would be advantageous to have. Knowledge requirements: Knowledge of SharePoint Development and Workflow, MVC, Bootstrap, and JQuery. Knowledge of database concepts and design (MS SQL), Knowledge of programming language, change Management Processes, basic project management principles and methodologies, Knowledge of Microsoft development Platforms or Technologies'. Knowledge of IPID Act, MISS, Public Service Act, POPI Act. Skills and competencies: Administrative

Operations, Business IT system, Computer Literacy, SDLC, Database Management and Project management. Knowledge of C# and Net Framework (. Net 3.5 or higher. SharePoint Online. Understanding of Workflow. MVC, Bootstrap, JQuery and database concepts and design (MS SQL). Solution deployment, user support. Able to follow guidelines and predetermined processes e.g. Standard Operating Procedures (SOP). Commitment to learning. Problem Solving and Analysis, Team Participation. Systems thinking. Results orientation. Information sharing. Results orientation, Integrity/honesty. Client service orientation. Concern for quality and order.

**DUTIES**

: Application and Implementation: Publish approved projects to the web application for processing and implementation. Configure applications in alignment with technical and business requirements. Implements standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on business Process: Engage and partner internal stakeholders to model business requirements around processes, information flows and data structures. Coordinate operational requirements to improve information systems and data management processes and procedures. Engage stakeholders and provide advice pertaining to challenges within business units. Provide advice to stakeholders on services offerings. Development of Operational Standards: Document new and existing applications in line with prescribed standards. Develop and customise reports based on business requirements of production technologies. Develop user and training manuals for implementation. Programming and Software Configuration: Interpret specifications for the development of applications based on prescribed business requirements. Develop and design solutions for an applied standardised specifications process and SDLC. Assist with the initiate on planning and design in the conducting of tests based on approved standards. Conduct reviews of supplied specifications. System Testing and End-User Support: Interpret test plans against methods and standards. Document test failures and successes against predetermined criteria. Perform tests on application against business requirements and authenticate test results. Document challenges impeding progress pertaining to diagnostic information for error resolution and incident analysis. Identify and diagnose problems and advice on possible solutions.

**ENQUIRIES APPLICATIONS**

: Mr T Moletsane Tel No: (012) 399 0016  
 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or [recruitment10@ipid.gov.za](mailto:recruitment10@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

**POST 12/77**

: **HR ARCHIVIST: PRODUCTION REF NO: Q9/2025/29**  
 12 Months Contract

**SALARY CENTRE REQUIREMENT**

: R308 154 per annum (Level 07), (plus 37% in lieu benefits per annum)  
 : National Office: Pretoria  
 : A grade 12 Certificate or equivalent. 3-5 years' experience required. Knowledge requirements: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative frame governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills and Competency: Job Knowledge, Communication Interpersonal relations, Flexibility, Teamwork, Computer, Planning and organisation, Language, Good verbal written communication skills.

**DUTIES**

: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handling of incoming and outgoing correspondence. Receive HRM documents. Sort, register and dispatch HRM documents. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to the record classification system. (i.e. SP, SL, SE and SH files). Filing /storage, tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Ensure that all opened files are done correctly. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Pac files for off-site storage.

**ENQUIRIES** : Ms E Muumba Tel No: (012) 399 0040  
**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](mailto: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

#### **GRADUATE INTERNSHIP PROGRAMME**

**CLOSING DATE** : 22 April 2025  
**NOTE** : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications. Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement. 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](http://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. Affidavit confirming that you have not participated in a similar Programme before. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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.

#### **INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING FOR 2025/2027 (24 MONTHS)**

#### **OTHER POSTS**

**POST 12/78** : **OCCUPATIONAL HEALTH AND SAFETY (OHS) INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/34 (X2 POSTS)**  
**STIPEND** : R89 409 per annum  
**CENTRE** : National Office, Pretoria: Human Resource Management  
**REQUIREMENTS** : Qualification: NQF level 6 & 7: Safety Management/ Environmental Health  
**APPLICATIONS** : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia

Pretoria 0001 or [Recruitment15@ipid.gov.za](mailto:Recruitment15@ipid.gov.za). Please indicate the post name & reference number on the subject line when applying through email

**ENQUIRIES** : Mr. Thihe Tel No: (012)3990185

**POST 12/79** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/35 (X1 POST)**

**STIPEND** : R89 409 per annum

**CENTRE** : National Office, Pretoria: Employee Health and Wellness

**REQUIREMENTS** : Qualification: NQF level 7: BSoc Sci: Psychology/ Bpsych/ Bachelor in applied Psychology/ Counselling Psychology

**APPLICATIONS** : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria 0001 or [Recruitment16@ipid.gov.za](mailto:Recruitment16@ipid.gov.za). Please indicate the post name & reference number on the subject line when applying through email

**ENQUIRIES** : Mr. Thihe Tel No: (012)3990185