

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

: 30 May 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. 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.

OTHER POSTS

<u>POST 16/245</u>	:	<u>ASSISTANT DIRECTOR: DEMAND & ACQUISITION REF NO: Q9/2025/51</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 7(Supply Chain Management/ Procurement Management/Acquisition Management/ Logistics Management),3 years' experience at supervisory level in the related field. Knowledge and requirements: Demand and Acquisition management, contract management, Supply chain Management performance review, reporting on Supply Chain Management information, Optimum system utilization, Safeguarding of Supply chain management. Skills and Competencies: Technical Skills, Communication Skills, Analytical Skills, Risk Management Skills, Leadership Skills, Performance Management Skills, Strategic Thinking, Problem Solving, Decision Making, Resilience and adaptability, ethical and Compliance awareness, Business Insight.
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs in line with the supply Chain Strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the result of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate, review and collate information for the annual procurement plan and demand management: Collect information from the relevant role players according to the prescribed template, check (engage) and analyse the information, Confirm the availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Coordinate, review and compile the list of prospective service providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expression of interest. Compile a database of approved suppliers. Supervise and compile tender /quotation specifications as required: Determine whether the specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/ terms of reference. Compile and publish requests for proposals as required. Coordinate (Synergise), review and execute the bidding process: Provide secretariat services to the bid specification committee, Bid evaluation Committee and Bid Adjudication committee (includes obtaining approval). Compile Bid documents. Publish tender invitations. Receiving and opening of bid documents. Supervise the reporting and safeguarding of SCM information: Collecting and processing information, Compile and submit reports in the prescribed format, Safeguarding of SCM information. Coordinate, review and execute the contract management process: Oversee the drafting, negotiation, and execution of contracts. Ensure all contracts are submitted to Legal services within the prescribed timeframes. Maintain a contract register and ensure proper record keeping. Monitor contract performance and ensure compliance with terms and conditions. Facilitate contract amendments, extensions and terminations where necessary. Identify potential risks and recommend mitigation strategies. Handle contract disputes and liaise with legal advisors when necessary. Ensure corrective actions are taken for non-compliance and poor performance. Liaise with internal and external stakeholders, including legal teams, suppliers and regulatory bodies. Conduct contract management training for relevant staff. Provide advice to client offices and management on contract related issues. Track and report on contract performance. Ensure regular contract reviews and audits. Prepare reports on contract management. Supervise employees to ensure effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of work. Manage performance, conduct 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.

	Supervise employees to ensure effective demand management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of work. Manage performance, conduct discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	: Ms C Muller Tel No: (012) 399 0024 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment19@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	: Mr S Baloyi Tel No: (012) 399 0202
<u>POST 16/246</u>	<u>ADMINISTRATION OFFICER (INTERNAL AUDIT) REF NO: Q9/2025/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : National Office : A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 2 – 3 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA, Legislative Framework governing Internal Audit and Batho Pele Principles. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of departmental policies and procedures. Office administration practices and procedures. Knowledge of the Public Service Regulatory Framework as well as Office and Business Administration. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Honest and Integrity. Customer focus and responsiveness. Creative thinking, Team player, Customer service orientation. Self-management, Financial management.
<u>DUTIES</u>	: Provide administrative support to the Directorate Internal Audit: Administer documents and check for compliance in line with the required standard (formatting, etc.) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos, reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the Directorate. Maintain office supplies and managing equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling of meetings and coordinating of events. Receive telephone calls and establish purpose of calls. Diary Management. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate with and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Process payment for procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Directorate. Maintain filing system manual and electronic within the Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Keep a complete filing system and documents for the manager and the unit (where required). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K Chiloane Tel No: (012) 399 0022 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or

		recruitment20@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. Mr. S Baloyi Tel No: (012) 399 0202
<u>FOR ATTENTION</u>	:	
<u>POST 16/247</u>	:	<u>ADMINISTRATION OFFICER (CD: IIM) REF NO: Q9/2025/54</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 1 - 2 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA, Batho Pele Principles. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of departmental policies and procedures. Knowledge of office administration practices and procedures. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Problem Solving skills, Customer focus and responsiveness. Self-management, Honesty and integrity, Financial management. Team player, Customer service orientation.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate Investigations and Information Management: Administer documents and check for compliance in line with the required standard (formatting, etc) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos. reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports within the Chief Directorate. Manage and maintain office supplies. Conduct logistical arrangements i.e. travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling meetings and coordinating events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g. access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Facilitate and coordinate procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Chief Directorate. Keep and maintain filing system manual and electronic within the Chief Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES</u>	:	Mr. T Kefeelakae Tel No: (012) 399 0024
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment21@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. Mr. S Baloyi Tel No: (012) 399 0202
<u>FOR ATTENTION</u>	:	
<u>POST 16/248</u>	:	<u>ADMINISTRATION OFFICER (EXECUTIVE SUPPORT) REF NO: Q9/2025/55 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 2 – 3 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA. Batho Pele Principles. Knowledge of the Executive Authority protocols. Understanding of Parliamentary protocols.

	Extensive knowledge of various filing systems and the National Archives Act. Departmental policies and procedures. Office administration practices and procedures. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Problem Analysis Skills, Customer focus and responsiveness, Concern for others, Team player, Honest and Integrity. Creative thinking, Customer service orientation. Self-management, Financial management.
<u>DUTIES</u>	: Provide administrative support to the Office: Administer documents and check for compliance in line with the required standard (formatting,etc.) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos, reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the ED's Office. Maintain office supplies and managing equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling of meetings and coordinating of events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Facilitate the procurement of goods and services. Render record management service: Keep records and ensure that they are easily accessible within the ED's office. Keep and maintain filing system manual and electronic within ED's office. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES APPLICATIONS</u>	: Mr O Khanyi Tel No: (012) 399 0038 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment22@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	: Mr S Baloyi Tel No: (012) 399 0202
<u>POST 16/249</u>	: <u>ADMINISTRATION OFFICER (OFFICE OF THE CFO) REF NO: Q9/2025/56</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : National Office : A three-year National Diploma or Degree in Public Administration or Management as recognized by SAQA. 1 - 2 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Act. Extensive knowledge of various filing systems and the National Archives Act. Departmental policies and procedures. Office administration practices and procedures. Advanced use of word processing, spreadsheet and other software to create documents and materials requiring the interpretation and manipulation of data. Knowledge of Public Service Regulatory Framework as well as Office and Business Administration. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping. Customer focus and responsiveness. Customer service orientation. Team player. Honesty and integrity, Creative thinking. Self-management, Financial management.
<u>DUTIES</u>	: Provide administrative support to the CFO's office: Administer documents and check for compliance in line with the required standard (formatting,etc) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos. reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the Chief Directorate. Maintain office supplies

and manage equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling meetings and coordinating events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Process payment for procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Chief Directorate. Keep and maintain filing system manual and electronic within the Chief Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).

**ENQUIRIES
APPLICATIONS**

: Mr S Ndaba Tel No: (012) 399 0024
:
: Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment23@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 0219

POST 16/250

: **SENIOR SECURITY OFFICER REF NO: Q9/2025/57 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R269 499 per annum (Level 06)
:
: National Office
:
: A Grade 12 plus PSIRA Grade C. 3-5 years' relevant experience in Protection services and Security Management. Valid Driver's license. Competency. Certificate in handling a Firearm. Knowledge requirements: Knowledge of Security and protection policies. Knowledge of Security related legislation and procedure, including those related to information security and investigations. Knowledge of the Minimum Information Security Standards. Knowledge of the Minimum Physical Security Standards. Knowledge of the Occupational Health and Safety Act. Knowledge of the Control of Access to Public Premises and Vehicles Act. Skills and Competencies: Communication. Knowledge of security protocols. Risk management. Strong leadership. Knowledge of relevant legislation. Observation. Critical thinking. Physical fitness. Technology proficiency.

DUTIES

: Conduct Escort duties: To provide personal security to the Executive Director which includes risk assessment, threat analysis and protective surveillance. Safeguard the Executive Director from potential threats, ensuring their safety and privacy. Safeguard the Executive Director's movement within office premises and during external engagements. Mitigate risks through close protection and proactive security measures. Access Control: Manage and enforce access controls to the Executive Director's office. Screen visitors and verify credentials to ensure only authorized access. Prevent unauthorized entry and disruptions to office operations. Ensure confidentiality of information related to the ED's office. Prevent leaks of confidential information. Conduct physical security inspections: Coordinate evacuation procedures during emergencies (e.g. Threats, protests, disasters). Assess and secure location where the ED will be present. Ensure the safety of the Executive Director, staff and visitors during crises. Surveillance inspections monitor the activities within the area to detect and deter potential threats. Provide security measures based on risk assessment.

**ENQUIRIES
APPLICATIONS**

: Mr. S Mpadiasang Tel No: (012) 399 0024
:
: Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or orrecruitment24@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 @ (012) 399 0219