

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 X941, Pretoria, 0002 or hand deliver Benstra Building, 473 Stanza Bopape and Church Street, Arcadia Pretoria, 0001
- CLOSING DATE** : 02 February 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 requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. 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. Note: The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ENCHELON

<u>POST 02/01</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: Q9/2024/01</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package).
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF Level 7) in Safety, Physical Security, Security/Vetting Management and related fields. 5 Years managerial (Middle or Senior Management Services) experience in the field of Safety, Physical Security, Security Vetting Management. Driver's license Knowledge requirements: Thorough knowledge of security in the following specific fields is recommended: Physical Security, Personnel Security, Documents Security, Communication and Security Investigations. Knowledge of applicable legislation and legal mandate, (MISS), National Strategic Intelligent Act, National Vetting Strategy, (etc) able to observe human behaviour and interpret the behaviour. Vetting investigation training. Voice stress analysis or polygraph testing. Financial management training. Skills and competencies: Strategic capabilities and Leadership. Good communication skills. Financial Management Skills. Change Management skills. Client Orientation and customer focus. Problem solving and analytical skills. Service delivery. Service delivery innovation.
<u>DUTIES</u>	:	Ensure physical and personnel security in the Department: Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Establish and maintain security registers and other records. Ensure the development and management a contingency security plan. Manage the implementation of security operating measures (e.g. access control, key control and facilitate threats and risk assessment for the employees of the department etc.) as well as investigations on security breaches. Ensure information security management in the Department: Ensure that document security systems are developed. Ensure the monitoring and coordination communication of security matters. Ensure compliance with relevant security prescripts such as MISS, Protection of Information Act etc. Ensure that information security awareness is promoted in the Department. Manage the vetting in the Department: Ensure vetting field work investigations is done. Ensure that liaison with SSA (State Security Agency) for the evaluation and issuing of clearance certificates. Ensure that uniform standards for security clearance levels are developed. E.g. conduct regular workshop on the application process for security clearance. Manage the team responsible for provision of security and work environment management services. Manage the provision of a conducive working environment service in terms of the Occupational Health and Safety Act. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation: Ensure development and reporting on the Operational Plan for the unit: Ensure that Identification and development of strategic and operational risks and response plan of the unit: Ensure that people management is effective: Ensure that inputs to the Annual Report, interim and Annual Financial Statements are provided. Ensure participation in Management Committees of the Department. Ensure and oversee effective governance and compliance pertaining to Security and work environment Management. Ensure overall compliance with SCM prescripts and reporting requirements. Communication with internal/external stakeholders as well as colleagues: Ensure that response letters, emails status reports, presentations, memos and submissions are provided. Ensure formal presentations and facilitate discussions at relevant forums/committees are done. Ensure that advice on procedural and technical related matters in respect of matters security and vetting policies and strategies to ensure compliance with regulations are provided. Manage the provision of infrastructure maintenance, refreshment, refectory, cleaning and transport services.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr V Maphalala Tel No: (012) 399 0038 Ms KE Lethole

OTHER POST

<u>POST 02/02</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: Q9/2024/03</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)

**CENTRE
REQUIREMENTS**

: National Office: Pretoria
: Degree on NQF Level 7 as recognized by SAQA, in Environmental Health/Safety Management or equivalent qualification. Registration with a professional body, either the South African Institute for Occupational Hygiene as a Technologist or the Institute for Safety Management as a Safety Coordinator. At least 2 years' relevant experience with occupational health and safety matters in an office environment at salary levels 7 or 8. Knowledge Requirements: Competent knowledge of the Occupational Health and Safety Act. Competent knowledge of the SHERQ Framework, Emergency Planning and Standard Operating Procedures. Thorough knowledge of Hazards Identification and Risk Assessment. Working knowledge of committee proceedings. Competencies Skills: Client Service Orientation. Effective communication. Commitment to Learning. Problem solving and analysis. Concern for quality and order. Computer literacy. Security management. Emotional intelligence. Team participation.

DUTIES

: Facilitate the development, reviews and implementation of the Policy on OHS and other related policies: Draft OHS Annual Plan and schedule. Draft OHS policy and send to all employees for their inputs. Develop and manage a fully sustainable health and safety program for the department: Establish and maintain fully functional health and safety committees Facilitate nomination process of H&S Representatives and committee. Ensure availability of H&S Reps in each session. Keep records of designation letters and certificates. Facilitate training of Health and Safety Reps. Schedule quarterly meetings of the Health and Safety Committees. Provide secretariat services for OHS Committees. Update the Barn owl with all incidents. Develop and implement an incident management system: Establish and maintain an incident and accident management system. Keep record and report of incident and accident management system. Provision of first aid assistance when necessary and manage register. Conduct investigation on incidents/accidents and keep records. Provide necessary forms to employees when necessary. Hazard identification and risk assessment: Develop standardized inspection checklist. Conduct Daily/Weekly/Monthly inspections. Conduct evacuation drills to ensure safety of employees. IOD Management. Communicate findings of inspections to the building owner and corrective actions to be taken. Supervise subordinates: Allocate work. Train and develop employees. Supervise maintenance and cleaning services. Liaison with building maintenance at all sites.

**ENQUIRIES
FOR ATTENTION**

: Ms KE Lethole Tel No: (012) 399 0040
: Mr S Baloyi