

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 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: 012 399 0000)
- CLOSING DATE** : 23 December 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. The Independent Police Investigative Directorate reserves the right to fill or not fill the posts.

OTHER POSTS

<u>POST 45/46</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 – OSD REF NO: Q9/2024/47</u>
<u>SALARY</u>	:	R556 356 – R625 059 per annum (Basic notch plus benefits)
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB or degree in law, on NQF 7 level, as recognized by SAQA. Eight (8) year's appropriate post qualification legal experience in legal services and litigation. Admission as an advocate or an attorney will be regarded as an added advantage. A valid unendorsed driver's license. Knowledge requirements: expert understanding of court processes, administrative and constitutional law, law of evidence. In depth knowledge of public service act and regulation framework, labour law, law of delict, civil and general litigation, the public finance management act, criminal law and the criminal procedure act. Knowledge of the South African legal system and the legal fraternity. Knowledge of PAIA and PAJA acts. Knowledge of the ipid act and Mandate. Competencies: Time Management. Leadership. Stakeholder Management. Legal interpretation on legislation, policies and procedures within the public service. Criminal and Civil procedure and practice. Labour court and Arbitration procedure and practice. Computer literacy. Skills required: Communication skills (Verbal and written). Planning and organizing skills. Interpersonal skills. Presentation skills. Project management skills. Negotiation skills. Litigation skills. Analytical skills. Conflict resolution skills. Research skills.
<u>DUTIES</u>	:	Provide Legal Advice / Legal Opinions: Conduct research on applicable policy, legislation or regulations and legal principles to legal opinions. Formulate questions to be answered on legal opinions. Study and cite relevant case law on aspects related to legal opinions. Provide written recommendation and conclusion within permissible legal prescripts. Consult client to verify request for opinion and contents of the opinion upon finalization. Liaise with stakeholders on legal interventions. Draft and/or edit legal correspondence on legal administrative enquiries. Litigation and labour arbitration management: Collect evidence with regards to possible settlement and negotiate settlement with opponent. Prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court /arbitration cases from the inception to finality. Review all pleadings at all stages for the court cases as per court /bargaining council rules. Consult with the relevant line function at each stage of the litigation/ arbitration process. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Determine the factual and legal situation on the cases brought forward to protect the legal interest of the Department. Advise if the Department should litigate or defend matter. Consult with the relevant line function whenever is necessary. Prepare brief advising the relevant authority seeking to institute action for or defend the Department. Drafting / vetting of Contracts and SLAs: To conduct research and negotiate terms on contractual matters. Scrutinize requests for contract drafting/ vetting to check compliance with the law and internal control processes. Protect the department against legal risks. Legislation and Policy reviews: Consider proposals for Policy and Legislation development or amendment. Advise on the legal compliance. Liaise with stakeholders to obtain required information and communicate with requesters on progress. Manage the Administration of the Unit: Provide inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan. Submit monthly and quarterly reports to the Director. Processing of contingent liabilities list.
<u>ENQUIRIES</u>	:	Mr S Ramafoko (Tel: 012 399 0051)