



The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the South African Police Service Act, Act 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lodge complaints that their rights have been unlawfully violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks.

Note: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Office of the DPCI Judge or Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's licence, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

All shortlisted candidates for the Director (SMS) post will be subjected to a technical competency exercise designed to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the DPCI Judge. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance and vetting process. The DPCI Judge reserves the right not to fill any of the posts. The post of the Director and Executive Assistant are based in Pretoria and that of an Assistant Director Investigation in Cape Town.

Closing Date: 01 November 2019

NB: Please ensure that your application reaches this office before 17h00 on week days.

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| POST | : | DIRECTOR: OFFICE OF THE DPCI JUDGE |
| REFERENCE | : | O/DPCI/J/07/2019 |
| SALARY | : | R 1 057 326 per annum – Level 13 (All-inclusive package) |
| CENTRE | : | PRETORIA |
| REQUIREMENTS | : | <p>Bachelor's Degree or Advanced diploma in Law or Administration or equivalent qualification. Five (5) years middle management/ senior managerial level experience. Inherent requirements: Strategy Capability and Leadership, People management empowerment, Programme and project management, Financial Management, Change management. Knowledge of the relevant legislative framework including but not limited to the Constitution of the RSA, Act 108 of 1996, Criminal Procedure Act, Act 51 of 1977 and Section 17L of the South African Police (SAPS) Act, Act 68 of 1995 as amended. Knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of investigative systems and procedures, Human rights and government broad transformation objectives and initiatives. A sound knowledge of and interpretation of Constitutional Law. Computer Literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills, negotiation skills, people and diversity management skills. Strategic and analytical skills. Sound financial management skills. Report writing skills. Presentation skills. Research skills. Project management skills. Valid driver's licence.</p> |

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| DUTIES | : | <p>Ensuring alignment and integration of divisional strategic and Operational plans with the MTEF. Ensure the coordination of strategic planning sessions, events and processes as aligned with the government wide budgeting and planning cycle. Manage the office budget plans. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Office of the DPCI Judge. Ensure effective and efficient management of external contractors and suppliers. Act as custodian of Financial Management and Financial Risk Management within the Office. Develop and maintain monitoring and evaluation tools, standards and guidelines. Manage the investigations of complaints by investigators to ensure that investigations of cases are finalised within turnaround times. Manage the investigations of high profile cases and media related cases. Give directives to investigators regarding investigations of complaints. Monitor the effective implementation of recommendation made by the Judge. Drafting reports as required</p> |
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by Parliament and other stakeholders as well as follow up with requests. Compile Reports e.g. Monthly, Quartely, Half-Yearly, Annual Reports and Management Reports. Develop systems reports to determine gaps for analysis and suggest changes as required. Manage and oversee coordination of interventions for improved performance of staff members and units. Develop marketing strategy/communication plan for the office. Conduct awareness campaigns to promote the role and functions of the DPCI Judge. Conduct stakeholder meetings. Manage relationships with key stakeholders ensuring implementation of the prescripts, policies, and procedures. Develop and maintain coherent systems and framework for stakeholder engagement. Coordinate performance review sessions. Develop and maintain departmental year planner. Acting as information and communication channel for the office. Management of resources (human and financial).

ENQUIRIES : **Lerato Maisela, Tel No: 012 393 1916**

POST

**ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE
DPCI JUDGE**

REFERENCE

O/DPCI/J/09/2019

SALARY

R 470 040.00 per annum – Level 10

CENTRE

Cape Town

REQUIREMENTS:

National Diploma or Bachelor Degree in Law / Policing or equivalent qualification. 3-5 years' working experience in the management of criminal investigations. Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government's broad transformation objectives and initiatives, Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Public Finance Management Act. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills, influential skills.

DUTIES:

Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks. Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge's mandate. Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the Judge. Brief the Judge on the imminent action

required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

ENQUIRIES

Ms NM Sefiti / Mr S Matsapola, Tel: (012) 393 4359/2500

POST REFERENCE SALARY CENTRE REQUIREMENTS:

EXECUTIVE ASSISTANT

O/DPCI/J/08/2019

R 376 596.00 per annum – Level 9

Pretoria

National Diploma or Bachelor's Degree in Public Administration or equivalent qualification. 2-3 years' experience in personal assistance or office/ secretariat/ administration experience. Knowledge of the Constitution of the Republic of South Africa, Public Finance Management Act and Treasury Regulations. Public Service Regulations, Supply Chain Management procedures and Performance Management and Development systems. Excellent numeric reasoning skills. Knowledge of Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Customer Focus and Responsiveness. Budgeting and Financial Management. Applied Strategic Thinking. Knowledge of office administration, Communication and Information Management, Planning and organizing skills. Ability to interact with all functions & levels including top Management. Presentation skills, Project Management skills.

DUTIES:

Ensure an effective flow of information and documents from the Office of the DPCI Judge. Safekeeping of all documentation, scrutinise routine submissions / reports and make notes and / or recommendations for the DPCI Judge. Coordinate travel arrangements and submit subsistence and travel claims, schedules and manage appointments. Coordinate and administer leave register and telephone accounts for the office of Judge. Record minutes / decisions and communicate with relevant role players. Prepare briefing notes for the DPCI Judge. Update office's library and coordinate logistical arrangements for meetings when required. Administer the Demand management plan of the Office of the DPCI Judge. Administer the budget of the Office of the Judge by collecting and coordinate all documents in relation to the budget of the Office. Monitor expenditure and alert the DPCI Judge of the possible over and under spending. Check and verify financial reports. Compilation of various submissions/ memoranda and responses in relation to the

disbursement function. Oversee effective, efficient and economical utilisation of the funds. Conduct legal research and handle queries from internal and external clients.

ENQUIRIES

Ms NM Sefiti / Mr S Matsapola, Tel: (012) 393 4359/2500