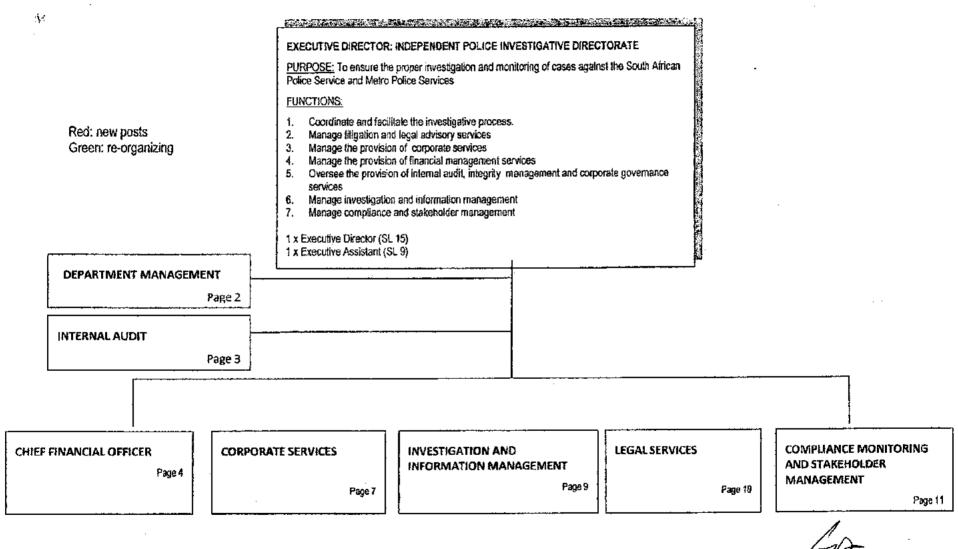
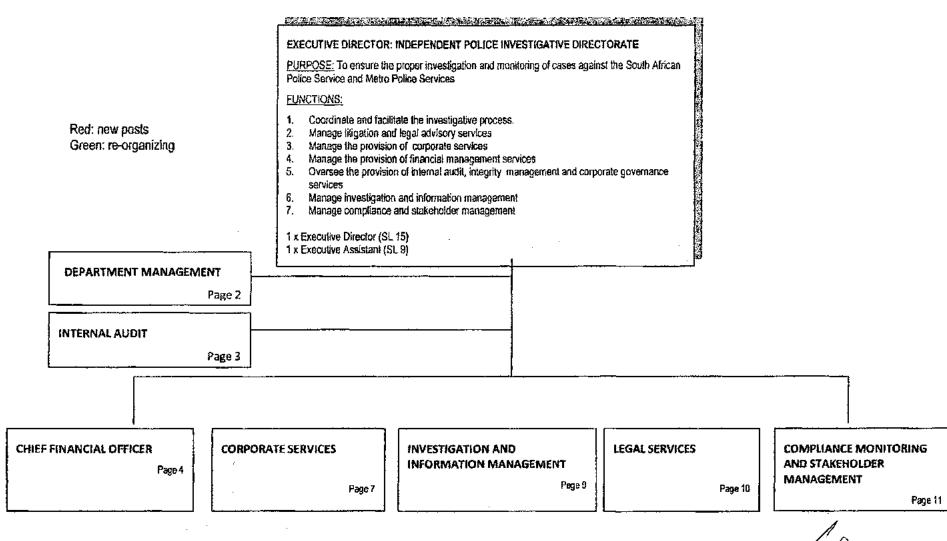
ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE





ARCHIVE FOR JUSTICE

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DEPARTMENT MANAGEMENT

DIRECTORATE: EXECUTIVE SUPPORT

PURPOSE: To provide strategic and administrative support to the Executive Director

FUNCTIONS:

- Provide strategic and content management support to the Executive Director.
- Coordinate and facilitate the implementation of special projects.
- Coordinate liaison with Minister's office and other stakeholders.
- Provide administrative and logistical support to the Executive Director.
- Provide secretarial services to management and governance structures and meetings.
- Liaise with and coordinate activities of management and various committees.
- Establish and maintain sectoral and intergovernmental relations.
- Davelop progress reports to stakeholders on investigations that have been requested.
- 1 x Director: Executive Support (SL 13)
- 1 x Deputy Director: Executive Support (SL 11)
- 1 x Assistant Director: Executive Support (SL 9)
- 1 x Admin Clerk (SL5)
- 1 x Typist (SL5)
- 1x Messenger (\$L.5)

DIRECTORATE: CORPORATE GOVERNANCE

<u>PURPOSE:</u> To provide risk management support. Ensure compliance to applicable legislations. To protect the integrity of the IPID employees

FUNCTIONS:

- To ensure compliance with Laws and Regulations and applicable prescripts
- To Provide risk management support to the Department
- Provide Ethics and Integrity services.
- Promote advocacy and awareness on good management practices.
- Conduct background testimonials
- Produce reports on all the above, as per agreed timeframes
- Make recommendations to SAPS and DPP
- f x Director: Corporate Governance (SL13)
- 1x Deputy Director: Ethics and Risk Management (St. 11)
- 1 x Deputy Director: Corporate Governance (SL 11)
- 1x Secretary (SL 5)

DIRECTORATE: STRATEGY AND PERFORMANCE MONITORING

<u>PURPOSE</u>: To manage the strategic and operational planning process for the Department and monitor the implementation thereof

FUNCTIONS:

- 1. Management and development of the department strategic plan
- Provide strategic and annual performance planning support to the Department
- 3. To provide monitoring, evaluation and reporting support of the Department
- To coordinate the preparation of compliance reports and facilitate submission to the relevant entities within timeframe.
- 5. Monitor and evaluate the attainment of strategic objectives
- 6. Verification of performance information
- 7. Quality assurance of all reports and written instruments.
- 1 x Director: Strategy and Performance Monitoring (SL13)
- 1 x Deputy Director: M&E (SL 11)
- 1 x Assistant Director, M&E (SL9)

SUB DIRECTORATE: INTERGRITY MANAGEMENT

<u>PURPOSE:</u> To protect the integrity of the IPID investigations

- Conduct credit record and employment suitability analysis and give advice
- 2. Produce reports on all the above, as per agreed timeframes
- 3. Assist liaise with SSA on the veiting and Screening of employees
- 4. Conduct background checks
- 5. Conduct lifestyle audit
- 6. Conduct polygraph testimonials voice stress analysis
- 7. Conduct entrapment in consultation with other law enforcements
- 1x Deputy Director: Integrity Strengthening (SL11)
- 1x Assistant Director: Integrity Strengthening (St. 9)
- 1x Deputy Director: Velting (SL11)
- 2 x Assistant Director: Vetting (SL 9)





DIRECTORATE: INTERNAL AUDIT

PURPOSE: To provide internal audit services by conducting compliance and performance audits and facilitating internal forensic investigations

- Manage and conduct compliance audits
 Facilitate and conduct performance audits
 Coordinate and monitor the Implementation of audit recommendations
 Facilitate and manage internal forensic investigations
- 1 x Director: Internal Audit (SL13)

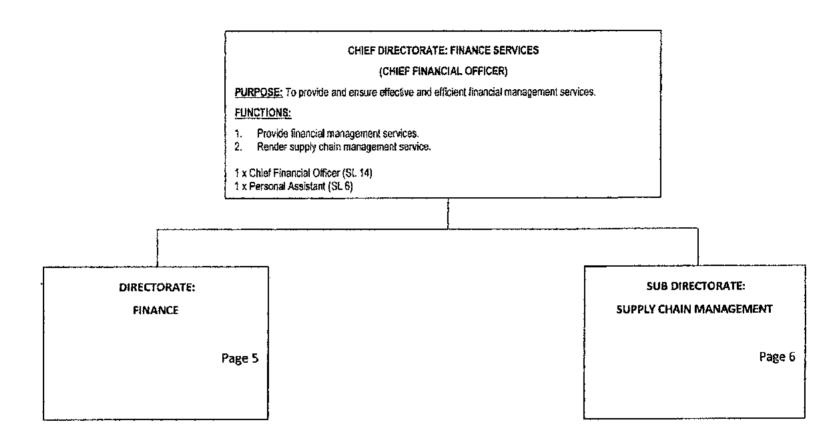
- 1 x Briector: Internal Addit (SL13)
 1 x Secretary (SL 5)
 1 x Deputy Director: Internal Audit (SL11)
 1 x Assistant Director: Internal Audit (SL9)
 1 x Assistant Director: Internal Audit (SL9)
 2 x Internal Auditors (SL 7)

- 1 x Audit Clerk (SL5) 1 x Audit Clerk (SL5)





ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE





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DIRECTORATE: FINANCE

PURPOSE: To provide financial management services

FUNCTIONS:

- 1. To provide financial accounting services
- 2. To provide management accounting service
- 1 x Director: Finance (SL 13)
- 1 x Assistant Director: System Controller (SL9)
- 1x Secretary (SL 5)

SUB DIRECTORATE:

MANAGEMENT ACCOUNTING

PURPOSE: To provide management accounting service

FUNCTIONS:

- Manage the budget and conduct long term financial planning.
- 2. Compile monthly management accounts and report thereon.
- Manage debtors
- 4. Coordinate budget inputs from programs and provincial offices.
- 5. Control movement of funds allocated within budget after reprioritization.
- Compile and disseminate statutory and regulatory financial reports.
- 7. Manage Auditor-General relationships and audit reporting
- 1 x Deputy Director: Management Accounting (St. 11)
- 1x Assistant Director: Budget Analyst (SL9)
- 1x Assistant Director: Budget Analyst (SL9)
- 1 x Assistant Director: Management Accounting (SL 9)
- 2 x State Accountant (SL 7)
- 1 x Accounting Clerk (SL5)

SUB DIRECTORATE: FINANCIAL ACCOUNTING

PURPOSE: To provide financial accounting service

- 1. Administer the personnel budget
- 2. Manage and report on income, expenditure, assets and liabilities
- Manage creditors
- 4. Compile monthly management accounts
- 5. Manage financial administration and personnel expenditure
- Ensure that provincial offices comply with financial regulations and report monthly thereon
- 1 x Deputy Director: Financial Accounting (SL 11)
- 1 x Assistant Director: Payroll Administration (SL9)
- 1x Assistant Director: Creditors Payments (SL9)
- 2 x State Accountant (SL 7)
- 3 x Accounting Clerk (SL 5)
- 1 x Accounting Clerk (SL5)





ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

SUB DIRECTORATE: SUPPLY CHAIN MANAGEMENT

PURPOSE: To render supply chain management services.

FUNCTIONS:

- To provide asset management services
- To provide provisioning management services

1 x Deputy Director; Supply Chain Management (SL 11)

SUB DIRECTORATE: **ASSET MANAGEMENT**

PURPOSE: To provide asset management services.

FUNCTIONS:

- 1. Develop asset management policy
- 2. Develop and maintain asset management register
- 3. Maintenance of assets
- 4. Disposal of assets.
- Render stock taking/verification of assets
 Ensure adequate printing and resources and inventory management
- 7. Manage fixed and movable assets
- 1 x Assistant Director: Asset Management (SL 9)
- 1 x Asset Management Practitioner (SL 7)
- 3 x Asset Management Clerk (SL 5)
- 1 x Deputy Director: Asset Management (SL 11)

SUB DIRECTORATE:

PROVISIONING MANAGEMENT

PURFOSE: To manage provisioning management services.

- 1. Develop and implement a SCM framework, policy and procedures
- 2. Ensure compliance to SCM policy.
- 3. Develop and manage contracts and service level agreements.
- Rendering of internal procurement function.
 Facilitate the provisioning of traveling and accommodation arrangements.
- 1 x Assistant Olrector: SCM (SL 9)
- 1 x SCM Practitioner (SL 7)
- 1 x Senior Provisioning Clerk (SL7)
- 1 x SCM Practitioners (SL 7)
- 5 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL5)
- 2 x Assistant Director: Supply Chain Management (SL9)

CHIEF DIRECTORATE: CORPORATE SERVICES

PURPOSE: To provide corporate management services

FUNCTIONS:

- 1. Provide information, communication and technology services
- 2. Provide auxiliary services
- 3. Provide security management services
- 4. Provide human resource management and development service
- Provide communication services
- 1 x Chief Director, Corporate Management (St. 14)
- 1 x Personal Assistant (SL 6)

DIRECTORATE:

INFORMATION COMMUNICATIONS AND TECHNOLOGY

<u>PURPOSE</u>: To provide information, communication and technology services.

FUNCTIONS:

- Develop, implement and maintain ICT strategy and edvisory services.
- 2. Develop and implement master systems plan.
- Develop and implement strategy for Information System Security
- Develop and manage corporate web site and intranet.
- Coordinate and manage integrated ICT infrastructure.
- 6. Provide business continuity services.
- 1x Director: (CT (SL 13)
- 1x Secretary: ICT (SL 5)
- 1 x Deputy Director: ICT (SL 11)
- 1 x Assistant Director: ICT (SL 9)
- 4 x Network Controller (SL 6)
- 4 x Senior Network Controller (SL7)
- 1 x Assistant Director, ICT Security (SL 9)
- 1x Deputy Director: Programmer (St. 11)

SUB DIRECTORATE:

AUXILIARY SERVICES

PURPOSE: To provide auxiliary and security services

FUNCTIONS:

- Manage service level agreement with Public Works regarding the renting of new property and the maintenance of existing properties.
- Oversee the rendering of cleaning services.
- 3. Render messenger services.
- Provide record management services.
- Manage fleet services.
- Render switchboard service.
- 1x Deputy Director: Auxillary Services (St.11)
- 1 x Assistant Director: Auxiliary
- 1 x Snr, Admin Officer (SL 8)
- 1 x Transport Officer (SL 5)
- 1 x Registry Clerk (SL 5)
- 2 x Admin Clark (SL 5)

Services (SL 9)

SUB DIRECTORATE

SECURITY MANAGEMENT

<u>PURPOSE</u>: To provide security management services

FUNCTIONS:

- Develop and support the implementation of security policy, systems and procedures
- Provide access, physical security and personal services.
- 3. Facilitate vetting and security clearances of personnel
- Monitor the implementation of information technology policies based on the MISS.
- 1 x Deputy Director Security Management (SL 11)
- 1 x Security Officer (SL 6)
- 1 x Security Clerk (SL5)

DIRECTORATE:

COMMUNICATION

PURPOSE: To provide communication services

FUNCTIONS:

- Develop, implement and maintain policy framework for knowledge management and communications.
- Provide learning and knowledge management services
- Coordinate and manage the distribution of information to stake holders.
- Provide internal and external communication services
- Promote public awareness of IPID role amongst stakeholders.
- Provide Library services
- 1 x Director: Communication and Marketing (SL 13)
- 1 x Secretary (SL 5)
- 1 x Deputy Director: Communication and Marketing (SL11)
- 1 x Principal Communication Officer (SL8)
- 1 x Librarian (SL 7)

DIRECTORATE:

HUMAN
RESOURCE
MANAGEMENT
AND
DEVELOPMENT
SERVICE

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ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

DIRECTORATE:

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE

Purpose: To provide human resources management and development services

Functions:

- Develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.
- 2. Render efficient and effective human resource administration services.
- 3. Promote the optimal development and utilization of human resources.
- 4. Manage labour relations
- 5. Manage employee health and wellness
- 1 x Director: HRM & DS (SL 13)
- 1 x Secretary (SL 5)

SUB DIRECTORATE:

HUMAN RESOURCE POLICY AND PLANNING

<u>PURPOSE</u>: To develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.

FUNCTIONS:

- Develop and implement human resources planning strategies and processes
- Coordinate the development of human resource plans
- Coordinate human resource information an ensure establishment control
- Monitor and provide reports on HR information
- Provide organizational design and job evaluation services.

1x Assistant Director Policy and Planning (SL9)

SUB-DIRECTORATE:

HUMAN RESOURCE ADMINISTRATION

<u>PURPOSE</u>: To render efficient and effective human resource administration services.

FUNCTIONS:

- Administer conditions of service, remuneration and employee benefits.
- Administer recruitment, selection, and appointment of employees.
- 3. Manage leave matters
- Manage and support line mangers with the implementation of PILLIR.
- 1 x Deputy Director ERA (SL 11)
- 1 x Assistant Director: HRA (SL 9)
- 1 x HR Practitioner (SL7)
- 1 x HR Practitioner (SL 7)
- 4 x HR Clerk (SL5)
- 1 x HR Registry Clerk (SL 5)

SUB-DIRECTORATE:

HUMAN RESOURCE DEVELOPMENT SERVICES

<u>PURPOSE:</u> To promote the optimal development and utilization of human resources

FUNCTIONS:

- Manage and monitor the implementation of the Skills Development strategies and plans.
- Manage the training and development of employees.
- Manage learnership and internship programmes.
- Administer the performance management system.
- Develop service delivery charter and maintain SDIP
- 1 x Deputy Director HRD (SL 11) 1x Administration Clerk (SL 5)

SUB-DIRECTORATE

LABOUR RELATIONS

<u>PURPOSE</u>: To manage and facilitate the provision of labour relations services

FUNCTIONS:

- Facilitate the development of departmental labour relations, policies, guidelines and processes
- 2. Facilitate collective bargaining and dispute resolution processes
- 3. Facilitate disciplinary processes.
- Facilitate consultation and negotiation processes.
- 5. The monitoring of implementation of arbitration awards and collective agreements
- 6. Manage labour relations with social partner
- 1x Deputy Director: Labour Relations (SL 11)
- 1 x Assistant Director Lebour Relations (SL 9)

1 x Labour Relations Officer (SL 8)

SUB-DIRECTORATE

EMPLOYEE HEALTH AND WELLNESS

<u>PURPOSE</u>: To manage and facilitate the provision of employee wellness and programmes

- Develop and implement employee health and wellness strategies and programmes
- Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes
- Manage and facilitate HIV and Aids and TB prevention, support and freatment care programmes
- 4. Facilitate and promote occupational health and quality of life
- 5. Development of attraction, retention and exit interview
- 1 x Assistant Director
 Employee Health and Weliness (SL 9)
- 1 x: Special Programmes Officer (St. 74)
- 1 x: Employee Health and Wellness Officer (S) 7)



CHIEF DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To coordinate and facilitate the investigative process

FUNCTIONS:

- Manage information, and knowledge management services.
- 2. Develop investigative policy, coordinate strategic planning and monitor & provincial investigation standards
- 1 x Chief Director: Investigation and Information Management (SL 14)
- 1 x Personal Assistant (SL 6)

DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To manage information and knowledge management services.

FUNCTIONS:

- Develop, implement and maintain data base of all current and finalized investigations
- Analyze, qualify assure and compile management report on monthly, quarterly and annual statistics.
- Attend to Parliamentary and other Stakeholder enquiries regarding statistical information.
- Liaise with Police Secretariat's Research Unit
- 1 x Director: Investigation and Information Management (St. 13)
- 1 x Deputy Director: Investigation and Information Management (St. 11)
- 1x Deputy Director: Information and Knowledge Management (SL 11)
- 1 x Deputy Director: Statistics (SL 11)
- 1x Assistant Director: Information and Knowledge Management (SL 9)
- 1 x Assistant Director: Statistics (St. 9)
- 1 x Database Clerk (St. 5)

SUB: DIRECTORATE: NATIONAL SPECIAL INVESTIGATION

<u>PURPOSE</u>: To conduct specialized investigations and provide protection to investigators

FUNCTIONS:

- Investigate complicated and specialized cases
- Investigate identified systematic corruption cases
- Identify risk to investigators when dealing with sensitive cases
- 4. Provide protection to investigators
- 1 x Director: Investigation and Protection (SL 13)
- 1 x Deputy Director: Investigation and Protection (SL 11)
- 6 x Principal Investigator and Protection Officer: (SL 9)
- 1 x Deputy Director: Investigation and Protection (St. 11)

DIRECTORATE: INVESTIGATION SERVICES

Western Cape Province North West Province Free State Province Eastern Cape Province Limpopo Province Gauteng Province Mpumalanga Province Northern Cape Province Kwa Zulu Natal Province



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ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

CHIEF DIRECTORATE: LEGAL SERVICES

PURPOSE: To manage litigation and investigation advisory services

FUNCTIONS:

- 1. Manage and facilitate the provision of investigation advisory services
- 2. Provide legal and litigation advisory services
- 1 x Chief Director, Legal Services (SL 14)
- 1 x Personal Assistant (SL6)

DIRECTORATE: LEGAL AND LITIGATION ADVISORY SERVICES

PURPOSE: To provide legal advisory services

FUNCTIONS:

- 1. Draft contracts on request.
- 2. Provide legal advice to department
- 3. Draft and assist with review of legislation.
- 4. Coordinate civil and labour litigation matters with the office of the State Attorney
- 5. Coordinate granting of policing powers to investigators
 6. Liaison with the SAPS and NIA regarding security clearance for granting of policing powers
- 1 x Director Legal and Litigation Services (St. 13)
- 1 x Snr. Legal Admin Officer (SL 11)
- 1 x Secretary (SL5)

DIRECTORATE: LEGAL AND INVESTIGATION ADVISORY SERVICES

PURPOSE: To manage and facilitate the provision of Investigation advisory services

FUNCTIONS:

- Provide legal advice and guidance to Investigators.
 Develop in consultation with investigators the case for prosecution.
- 3. Facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases.
- 4. Keep stakeholders up to date with progress of cases in court

1x Director: Legal and Investigation Advisory Services

- 1 x Snr. Legal Admin Officer (SL 11)
- 1 x Secretary (SL5)



ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

CHIEF DIRECTORATE: COMPLIANCE MONITORING AND STAKEHOLDER MANAGEMENT

PURPOSE: Safeguards the principle of co-operative governance and stakeholder management

FUNCTIONS:

Ensures the monitoring and evaluation of the quality of recommendations made to SAPS/MPS as well as monitoring and reporting on SAPS/MPS compliance with reporting obligations in terms of the IPID Act.

1 x Chief Director: Compliance Monitoring and Stakeholder Management (SL 14) 1 x Personal Assistant (SL6)

DIRECTORATE: COMPLIANCE MONITORING

<u>PURPOSE</u>: Ensure monitoring and evaluation of the quality of recommendations made to SAPS and MPS as well as monitoring and reporting on SAPS compliance with reporting obligations in terms of the tPID Act

FUNCTIONS:

- Monitors and evaluates the quality of recommendations made to SAPS, MPS, and NPA.
- Monitors the responsiveness of the SAPS, MPS, NPA to IPID recommendations
- Report on SAPS/MPS compliance with reporting obligations in terms of the IPID Act

1 x Director: Compliance Monitoring (SL13)

1x Secretary (SL 5)

1 x Deputy Director Compliance Monitoring (SL 11)

1 x Assistant Director: Compliance Monitoring (SL9)

DIRECTORATE: STAKEHOLDER MANAGEMENT

<u>PURPOSE</u>: To develop and maintain good governance and reporting frameworks, systems and procedures

FUNCTIONS:

1. Coordinating Faison with the Ministers office Parliamentary Committees, Cabinet

Clusters and working committees as well as key departmental stakeholders such as the SAPS, MPS, Civilian Secretariat, NPA, SIU, Public Protector, State Security Agency, civil society organizations etc.

- Provide strategic interventions, support and partnership to facilitate the attainment of the IPID mandate
- Create enabling mechanisms for community participation in the achievement of the IPID objectives
- 4. Community outreach programmes
- 1 x Deputy Director: Parliamentary and Stakeholder Management (S11)
- 1 x Deputy Director. Parliamentary and Stakeholder Management (Provincial Support) (S11)



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PROVINCIAL OFFICE: WESTERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satelile offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigations (St. 10)
- 5 x Principal Investigators (SL 9)
- 11 x Senior, Investigators (SL 8)
- 4 x Investigator (SL 7)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 10)
- 1 x Principal Investigator and Protection Officer. (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11)
- 1 x Admin Clerk (St. 5)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



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PROVINCIAL OFFICE: NORTHERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 4. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 5. Manage relations with provincial and national stakeholders
- 6. Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before presecuting authority for decision to presecute.
- Corripile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director, Investigations (SL 13)
- 1 x Deputy Director, Investigations (St. 11)
- 1x Assistant Oirector Investigations (SL 10)
- 2 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (St. 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)

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PROVINCIAL OFFICE; NORTH WEST PROVINCE

<u>PURPOSE:</u> To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for presecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director Investigations (SL 10)
- 3 x Principal Investigators (St. 9)
- 1 x Complaints Receptionist (SL 5)
- 6 x Senior, Investigators (S 8)
- 4 x Investigators (SL 7)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer: (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL5)

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PROVINCIAL OFFICE: LIMPOPO

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS;

- 2. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

- Implement investigative policy framework.
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (St. 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigations (SL 10)
- 3 x Principal investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Complaints ReceptionIst (SL 5)
- 1 x Data Base Clerk (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Snr. Admin Officer (SL 8)





PROVINCIAL OFFICE: FREE STATE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 4. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices,
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigator (SL 10)
- 3 x Principal Investigators (SL 9)
- 7 x Senior, Investigators (St. 8)
- 3 x Investigators (ŠL 7)
- 3 x Investigators (SL 7)
- 1 x Complaints Receptionist (SL 5)
- 1 x Dala Base Clerk (SL 5)
- 1 x Assistant Director: Corporate Services (St. 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



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PROVINCIAL OFFICE: GAUTENG

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigations (SL 10)
- 8 x Principal Investigators (SL 9)
- 13 x Senior Investigators (SL 8)
- 4 x Investigators (SL 7)
- 2 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (St. 9)
- 1 x Deputy Director: Corporate Services (St. 11)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5) Pretoria Satellite Office



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PROVINCIAL OFFICE: MPUMALANGA

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders
- Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: investigator (SL 10)
- 2 x Principal Investigators (SL 9)
- 8 x Senior Investigators (SL 8)
- 2 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (St. 5)
- 1 x Admin Clerk (St. 5) (Kwa Mhlanga Office)





PROVINCIAL OFFICE: KWAZULU-NATAL

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

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- 1x Assistant Director: Investigations (SL 10)
- 5 x Principal Investigators (SL 9)
- 10 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5) 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11)
- 1 x Principal Investigator and Protection Officer: (SL 9)
- 1x Admin Officer (SL 7)
- 1x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (St. 5)



ORGANISATIONAL STRUCTURE FOR 2015/2016: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

PROVINCIAL OFFICE: EASTERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage Investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

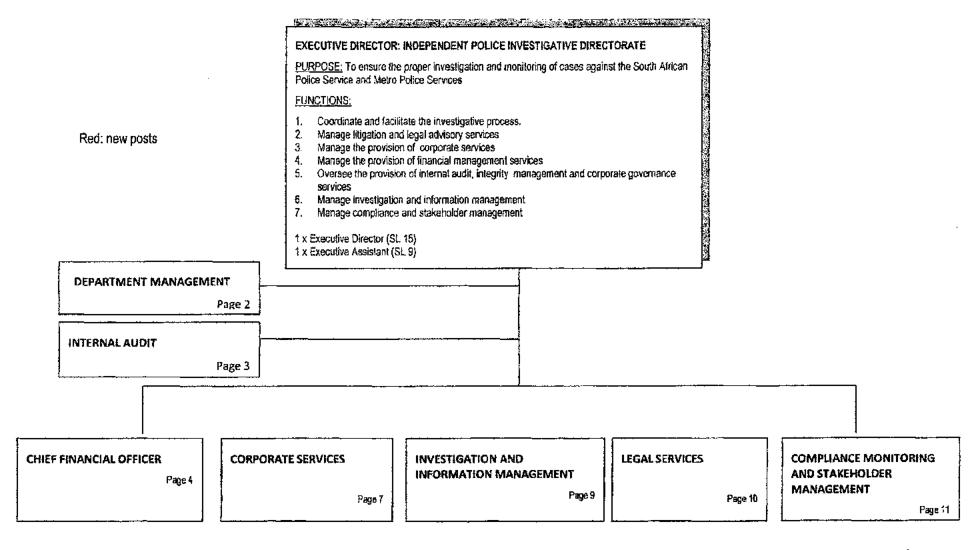
INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

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- 2. Implement monitoring and Evaluation system to track case progress.
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- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: investigations (SL 10)
- 4 x Principal Investigators (SL 9)
- 6 x Senior Investigators (St. 8)
- 3 x Investigators (SL 7)
- 1 x investigators (SL 7)
- 1 x Data Base Clerk (St. 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9) 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE





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DEPARTMENT MANAGEMENT

DIRECTORATE: EXECUTIVE SUPPORT

<u>PURPOSE</u>: To provide strategic and administrative support to the Executive Director

FUNCTIONS:

- Provide strategic and content management support to the Executive Director.
- Coordinate and facilitate the implementation of special projects.
- Coordinate liaison with Minister's office and other stakeholders.
- Provide administrative and togistical support to the Executive Director.
- Provide secretarial services to management and governance structures and meetings.
- Liaise with and coordinate activities of management and various committees.
- Establish and maintain sectoral and intercovernmental relations.
- Develop progress reports to stakeholders on investigations that have been requested.
- 1 x Director: Executive Support (SL 13)
- 1 x Deputy Director: Executive Support (SL 11)
- 1 x Assistant Director: Executive Support (SL 9)
- 1 x Admin Clerk (SL5)
- 1 x Typist (SL5)
- 1x Messenger (SL 5)

DIRECTORATE: CORPORATE GOVERNANCE

<u>PURPOSE:</u> To provide risk management support. Ensure compliance to applicable legislations. To protect the integrity of the IPID employees

FUNCTIONS:

- To ensure compliance with Laws and Regulations and applicable prescripts
- To Provide risk management support to the Department
- Provide Ethics and Integrity services
- Promote advocacy and awareness on good management practices.
- Conduct lifestyle audit
- 6. Conduct background testimonials
- Conduct entrapment in consultation with other law enforcements
- Produce reports on all the above, as per agreed timeframes
- Make recommendations to SAPS and DPP
- 1 x Director: Corporate Governance (SL13)
- 1x Deputy Director: Ethics and Risk Management (SL 11)
- 1 x Deputy Director, Corporate Governance (SL 11)
- 1x Secretary (SL 5)

DIRECTORATE: STRATEGY AND PERFORMANCE MONITORING

PURPOSE: To manage the strategic and operational planning process for the Department and monitor the implementation thereof

FUNCTIONS:

- Management and development of the department strategic plan
- Provide strategic and Annual performance planning support to the Department
- 3. To provide monitoring, evaluation and reporting support of the Department
- To coordinate the preparation of compliance reports and facilitate submission to the relevant entities within timeframe
- Monitor and evaluate the attainment of strategic objectives
- 6. Verification of performance information
- 7. Quality assurance of all reports and written instruments.
- 1 x Director: Strategy and Performance Monitoring (SL13)
- 1 x Deputy Director, M&E (SL 11)
- 1 x Assistant Director: M&E (SL9)

SUB DIRECTORATE: INTERGRITY MANAGEMENT

<u>PURPOSE:</u> To protect the integrity of the IPID investigations

- Conduct credit record and employment suitability analysis and give advice
- 2. Produce reports on all the above, as per agreed time/rames
- 3. Assist liaise with SSA on the verting and Screening of employees
- 4. Conduct background checks
- 5. Conduct lifestyle audit
- 6. Conduct polygraph testimonials voice stress analysis
- 7. Conduct entrapment in consultation with other law enforcements
- 1x Deputy Director: Integrity Strengthening (SL11)
- 1x Assistant Director: Integrity Strengthening
- 1x Deputy Director: Vetting (SL11)
- 2 x Assistant Director: Vetting (SL 9)





DIRECTORATE: INTERNAL AUDIT

PURPOSE: To provide internal audit services by conducting compliance and performance audits and facilitating Internal forensic investigations

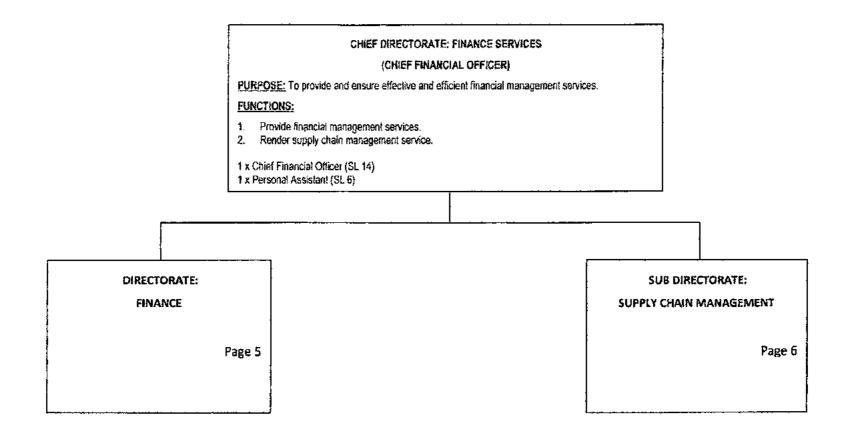
- Manage and conduct compliance audits
 Facilitate and conduct performance audits
 Coordinate and monitor the implementation of audit recommendations
- Facilitate and manage internal forensic Investigations
- 1 x Director: Internal Audit (SL13)

- 1 x Beredor: Internal Addit (SE13)
 1 x Secretary (SE 5)
 1 x Deputy Director: Internal Audit (SE11)
 1 x Assistant Director: Internal Audit (SE9)
 1 x Assistant Director: Internal Audit (SE9)
 2 x Internal Auditors (SE 7)
 1 x Audit Clerk (SE5)
 1 x Audit Clerk (SE5)





ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE







DIRECTORATE: FINANCE

PURPOSE: To provide financial management services

FUNCTIONS:

- To provide financial accounting services
- To provide management accounting service
- 1 x Director: Finance (SL 13)
- 1 x Assistant Director: System Controller (SL9)
- 1x Secretary (SL 5)

SUB DIRECTORATE:

MANAGEMENT ACCOUNTING

PURPOSE: To provide management accounting service

FUNCTIONS:

- 1. Manage the budget and conduct long term financial planning.
- 2. Compile monthly management accounts and report thereon.
- Manage debtors
- 4. Coordinate budget inputs from programs and provincial offices.
- 5. Control movement of funds allocated within budget after reprioritization.
- Compile and disseminate statutory and regulatory financial reports.
- Manage Auditor-General relationships and audit reporting
- 1 x Deputy Director: Management Accounting (St. 11)
- 1x Assistant Director: Budget Analyst (SL9)
- 1x Assistant Director: Budget Analyst (SL9)
- 1 x Assistant Director: Management Accounting (SL 9)
- 2 x State Accountant (SL 7)
- 1 x Accounting Clerk (SL5)

SUB DIRECTORATE: FINANCIAL ACCOUNTING

PURPOSE: To provide financial accounting service

- Administer the personnel budget
- Manage and report on income, expenditure, assets and liabilities
- Manage creditors
- Compile monthly management accounts
- Manage financial administration and personnel expenditure
- Ensure that provincial offices comply with financial regulations and report monthly thereon
- 1 x Deputy Director: Financial Accounting (SL 11)
- 1 x Assistant Director: Payroll Administration (SL9)
- 1x Assistant Director: Creditors Payments (SL9)
- 2 x State Accountant (SL 7)
- 3 x Accounting Clerk (SL 5)
- 1 x Accounting Clerk (SL5)





ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

SUB DIRECTORATE: SUPPLY CHAIN MANAGEMENT

PURPOSE: To render supply chain management services.

FUNCTIONS:

- To provide asset management services
- 2. To provide provisioning management services

1 x Deputy Director: Supply Chain Management (SL 11)

SUB DIRECTORATE:

ASSET MANAGEMENT

PURPOSE; To provide asset management services.

FUNCTIONS:

- 1. Develop asset management policy
- 2. Develop and maintain asset management register
- 3. Maintenance of assets
- 4. Disposat of assets.
- 5. Render stock taking/verification of assets
- 6. Ensure adequate printing and resources and inventory management
- 7. Manage fixed and movable assets
- 1 x Assistant Director: Asset Management (SL 9)
- 1 x Asset Management Practitioner (St. 7)
- 3 x Asset Management Clerk (SL 5)
- 1 x Deputy Director: Asset Management (SL 11)

SUB DIRECTORATE:

PROVISIONING MANAGEMENT

PURPOSE: To manage provisioning management services.

- 1. Develop and implement a SCM framework, policy and
- 2. Ensure compliance to SCM policy.
- 3. Develop and manage contracts and service level agreements.
- 4. Rendering of internal procurement function.
- 5. Facilitate the provisioning of traveling and accommodation arrangements.
- 1 x Assistant Director: SCM (St. 9)
- 1 x SCM Practitioner (SL 7)
- 1 x Senior Provisioning Clerk (SL7)
- 1 x SCM Practitioners (SL 7)
- 5 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL 5)
- 2 x Assistant Director: Supply Chain Management (SL9)



CHIEF DIRECTORATE: CORPORATE SERVICES

PURPOSE: To provide corporate management services

FUNCTIONS:

- 1. Provide information, communication and technology services
- Provide auxiliary services
- 3. Provide security management services
- 4. Provide human resource management and development service
- Provide communication services
- 1 x Chief Director: Corporate Management (SL 14)
- 1 x Personal Assistant (St. 6)

DIRECTORATE:

INFORMATION COMMUNICATIONS AND TECHNOLOGY

<u>PURPOSE</u>: To provide information, communication and technology services.

FUNCTIONS:

- Develop, implement and maintain ICT strategy and advisory services.
- Develop and implement master systems plan.
- Develop and implement strategy for Information System Security
- Develop and manage corporate web site and integer
- Coordinate and manage integrated ICT infrastructure.
- Provide business continuity services.
- 7.
- 1x Director: ICT (SL 13)
- 1x Secretary ICT (SL5)
- 1 x Deputy Director: ICT (SL 11)
- 1 x Assistant Director: ICT (SL 9)
- 4 x Network Controller (SL 6)
- 4 x Senior Network Controller (SL7)
- 1 x Assistant Director: ICT Security (Si. 9)
- 1x Deputy Director: Programmer (SL 11)

SUB DIRECTORATE:

AUXILIARY SERVICES

<u>PURPOSE</u>: To provide auxiliary and security services

FUNCTIONS:

- Manage service level agreement with Public Works regarding the renting of new property and the maintenance of existing properties.
- Oversee the rendering of cleaning services.
- 3. Render messenger services.
- Provide record management services.
- Manage fleet services.
- Render switchboard service
- -7

1x Deputy Director: Auxiliary Services (SL11)

- 1 x Assistant Director, Auxiliary Services (SL 9)
- 1 x Snr. Admin Officer (SL 8)
- 1 x Transport Officer (St. 5)
- 1 x Registry Clerk (SL 5)
- 2 x Admin Clerk (SL 5)

SUB DIRECTORATE

SECURITY MANAGEMENT

<u>PURPOSE</u>: To provide security management services

FUNCTIONS:

- Develop and support the implementation of security policy, systems and procedures
- 2. Provide access, physical security and personal services.
- 3. Facilitate vetting and security clearances of personnel
- 4. Monitor the implementation of information technology policies based on the MISS
- 1 x Deputy Director Security Management (SL 11)
- 1 x Security Officer (SL 6)
- 1 x Security Clerk (SL5)

DIRECTORATE:

COMMUNICATION

PURPOSE: To provide communication services

FUNCTIONS:

- Develop, Implement and maintain policy framework for knowledge management and communications.
- Provide learning and knowledge management services
- Coordinate and manage the distribution of information to stake holders
- Provide internal and external communication services
- Promote public awareness of iPID role amongst stakeholders.
- 6. Provide Library services
- 1 x Director: Communication and Marketing (St. 13)
- 1 x Secretary (SL 5)
- 1 x Deputy Director: Communication and Marketing (SL11)
- 1 x Principal Communication Officer (SL8)
- 1 x Librarian (SL 7)

DIRECTORATE:

HUMAN
RESOURCE
MANAGEMENT
AND
DEVELOPMENT
SERVICE

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ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

DIRECTORATE:

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE

Purpose: To provide human resources management and development services

Functions:

- Develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.
- 2. Render efficient and effective human resource administration services.
- 3. Promote the optimal development and utilization of human resources.
- 4. Manage labour relations
- 5. Manage employee health and wellness
- 1 x Director: HRM & DS (SL 13)
- 1 x Secretary (St. 5)

SUB DIRECTORATE:

HUMAN RESOURCE POLICY AND PLANNING

<u>PURPOSE</u>: To develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.

FUNCTIONS:

- Develop and implement human resources planning strategies and processes
- Coordinate the development of human resource plans
- Coordinate human resource information an ensure establishment control
- Monitor and provide reports on HR information.
- Provide organizational design and job evaluation services.

1x Assistant Director Policy and Planning (SL9)

SUB-DIRECTORATE:

HUMAN RESOURCE ADMINISTRATION

<u>PURPOSE</u>: To render efficient and effective human resource administration services.

FUNCTIONS:

- Administer conditions of service, remuneration and employee benefits.
- Administer recruitment, selection, and appointment of employees.
- Manage leave matters
- Manage and support line mangers with the implementation of PILLIR
- 1 x Deputy Director HRA (SL 11)
- 1 x Assistant Oirector: HRA (SL 9)
- 1 x HR Practitioner (SL7)
- 1 x HR Practitioner (SL7)
- 4 x HR Clerk (SL5)
- 1 x HR Registry Clerk (SL 5)

SUB-DIRECTORATE:

HUMAN RESOURCE DEVELOPMENT SERVICES

<u>PURPOSE</u>: To promote the optimal development and utilization of human resources

FUNCTIONS:

- Manage and monitor the implementation of the Skills Development strategies and plans.
- Manage the training and development of employees.
- Manage learnership and internship programmes.
- Administer the performance management system.
- Develop service delivery charter and maintain SDIP
- 1 x Deputy Director HRD (SL 11) 1x Administration Clerk (SL 5)

SUB-DIRECTORATE

<u>PURPOSE</u>: To manage and facilitate the provision of labour relations services

FUNCTIONS:

- Facilitate the development of departmental labour relations, policies, guidelines and processes
- 2. Facilitate collective bargaining and dispute resolution processes
- 3. Facilitate disciplinary processes.
- 4. Facilitate consultation and negotiation processes.
- 5. The monitoring of implementation of arbitration awards and collective agreements
- 6. Manage labour relations with social partner
- 1x Deputy Director: Labour Relations (St. 11)
- 1 x Assistant Director Labour Relations (SL 9)
- 1 x Labour Relations Officer (SL 8)

SUB-DIRECTORATE

EMPLOYEE HEALTH AND WELLNESS

<u>PURPOSE</u>: To manage and facilitate the provision of employee wellness and programmes

- Develop and implement employee health and wellness strategies and programmes
- Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes
- Manage and facilitate HIV and Aids and TB prevention, support and treatment care programmes
- 4. Facilitate and promote occupational health and quality of life
- Development of attraction, retention and exit interview
- 1 x Assistant Director C Employee Health and Wellness (SL 9)
- 1 x: Special Programmes Officer (SL 7)
- 1 x; Employee Health and Wellness Officer (SL 7)



CHIEF DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To coordinate and facilitate the investigative process

FUNCTIONS:

- 1. Manage information, and knowledge management services.
- 2. Develop investigative policy, coordinate strategic planning and monitor & provincial investigation standards
- 1 x Chief Director: Investigation and Information Management (St. 14)
- 1 x Personal Assistant (St. 6)

DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To manage information and knowledge management services.

FUNCTIONS:

- Develop, implement and maintain data base of all current and finalized investigations
- 2. Analyze, quality assure and compile management report on monthly, quarterly and annual statistics.
- Attend to Parliamentary and other Stakeholder enquiries regarding statistical information.
- Liaise with Police Secretariat's Research Unit
- 1 x Director, Investigation and Information Management (SL 13)
- 1 x Deputy Director, Investigation and Information Management (SL 11)
- 1x Deputy Director: Information and Knowledge Management (SL 11)
- 1 x Deputy Director, Statistics (SL 11)
- 1x Assistant Director: Information and Knowledge Management (SL 9)
- 1 x Assistant Director: Statistics (SL 9)
- 1 x Database Clerk (SL 5)

SUB: DIRECTORATE: NATIONAL SPECIAL INVESTIGATION

PURPOSE: To conduct specialized investigations and provide protection to investigators

FUNCTIONS:

- investigate complicated and specialized cases
- Investigate identified systematic corruption cases
- identify risk to investigators when dealing with sensitive cases
- Provide protection to investigators
- 1 x Director: Investigation and Protection (St. 13)
- 1 x Deputy Director: Investigation and Protection (SL 11)
- 6 x Principal investigator and Protection Officer: (SL 9)
- 4 x Principal Investigator and Protection Officer: (SL 9)
- 1 x Deputy Director: Investigation and Protection (St. 11)

DIRECTORATE: INVESTIGATION SERVICES

Western Cape Province North West Province Free State Province Eastern Cape Province Limpopo Province Gautena Province Mpumalanga Province Northern Cape Province Kwa Zulu Natal Province





CHIEF DIRECTORATE: LEGAL SERVICES

PURPOSE: To manage litigation and investigation advisory services

FUNCTIONS:

- 1. Manage and facilitate the provision of investigation advisory services
- 2. Provide legal and litigation advisory services
- 1 x Chief Director: Legal Services (SL 14)
- 1 x Personal Assistant (SL6)

DIRECTORATE: LEGAL AND LITIGATION ADVISORY SERVICES

PURPOSE: To provide legal advisory services

FUNCTIONS:

- 1. Draft centracts on request.
- 2. Provide legal advice to department
- Draft and assist with review of legislation.
 Coordinate civil and labour litigation matters with the office of the State Attorney
- 5. Coordinate granting of policing powers to investigators
- 6. Liaison with the SAPS and NIA regarding security clearance for granting of policing powers
- 1 x Director Legal and Litigation Services (SL 13)
- 1 x Snr. Legal Admin Officer (SL 11)
- 1 x Secretary (SL5)

DIRECTORATE; LEGAL AND INVESTIGATION ADVISORY SERVICES

PURPOSE: To manage and facilitate the provision of Investigation advisory services

FUNCTIONS:

- 1. Provide legal advice and guidance to investigalors.
- 2. Develop in consultation with investigators the case for prosecution
- 3. Facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases.
- 4. Keep stakeholders up to date with progress of cases in court

1x Director: Legal and investigation Advisory Services

- 1 x Snr. Legal Admin Officer (St. 11)
- 1 x Secretary (SL5)





CHIEF DIRECTORATE: COMPLIANCE MONITORING AND STAKEHOLDER MANAGEMENT

PURPOSE: Safeguards the principle of co-operative governance and stakeholder management

FUNCTIONS:

Ensures the monitoring and evaluation of the quality of recommendations made to SAPS/MPS as well as monitoring and reporting on SAPS/MPS compliance with reporting obligations in terms of the IPID Act.

1 x Chief Director: Compliance Monitoring and Stakeholder Management (SL 14)

1 x Personal Assistant (SL6)

DIRECTORATE: COMPLIANCE MONITORING

<u>PURPOSE</u>: Ensure monitoring and evaluation of the quality of recommendations made to SAPS and MPS as well as monitoring and reporting on SAPS compliance with reporting obligations in terms of the IPID Act

FUNCTIONS:

- Monitors and evaluates the quality of recommendations made to SAPS, MPS, and NPA.
- Monitors the responsiveness of the SAPS, MPS, NPA to IPID recommendations
- Report on SAPS/MPS compliance with reporting obligations in terms of the IPID Act

1 x Director: Compliance Monitoring (SL13)

1x Secretary (SL 5)

1 x Deputy Director Comptiance Monitoring (St. 11)

1 x Assistant Director: Compliance Monitoring (SL9)

DIRECTORATE: STAKEHOLDER MANAGEMENT

<u>PURPOSE</u>: To develop and maintain good governance and reporting frameworks, systems and procedures

FUNCTIONS:

1. Coordinating traison with the Ministers office Parliamentary Committees, Cabinet

Clusters and working committees as well as key departmental stakeholders such as the SAPS, MPS, Civilian Secretariat, NPA, StU, Public Protector, State Security Agency, civil society organizations etc.

- Provide strategic interventions, support and partnership to facilitate the atteinment of the IPID mandate
- Create enabling mechanisms for community participation in the achievement of the IPIO objectives
- 4. Community outreach programmes
- 1 x Deputy Director: Parliamentary and Stakeholder Management (S11)
- 1 x Deputy Director: Parliamentary and Stakeholder Management (Provincial Support) (S11)





ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

PROVINCIAL OFFICE: WESTERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework.
- 2. Manage relations with provincial and national stakeholders
- Provide corporate support services
- 1 x Provincial Head (St. 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

- 1. Implement investigative policy framework
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- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigations (SL 10)
- 5 x Principal Investigators (SL 9)
- 11 x Senior, Investigators (SL 8)
- 4 x Investigator (SL 7)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 10)
- 1 x Deputy Director: Corporate Services (St. 11)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)





PROVINCIAL OFFICE: NORTHERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders
- Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose; To coordinate and facilitate investigations Into SAPS criminal misconduct

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- Provide management reports on findings of investigations.
- 6. Develop in consultation with investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be underlaken.
- 1 x Director, Investigations (St. 13)
- 1 x Deputy Director, Investigations (SL 11)
- 1x Assistant Director Investigations (SL 10)
- 2 x Principal Investigators (SL 9)
- 8 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



PROVINCIAL OFFICE: NORTH WEST PROVINCE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- Manage investigations into SAPS and MPS misconduct in terms of the policy framework.
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (St. 13)
- 1 x Deputy Director, Investigations (SL 11)
- 1x Assistant Director Investigations (St. 10)
- 3 x Principal Investigators (SL 9)
- 1 x Complaints Receptionist (SL 5)
- 6 x Senior Investigators (S.8)
- 4 x investigators (SL 7)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL5)

9



PROVINCIAL OFFICE: LIMPOPO

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 2. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigations (SL 10)
- 3 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Complaints Receptionist (SL 5)
- 1 x Data Base Clerk (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal investigator and Protection Officer (SL.9)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Snr. Admin Officer (St. 6)





PROVINCIAL OFFICE: FREE STATE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose:To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigator (SL 10)
- 3 x Principal Investigators (St. 9)
- 7 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 3 x Investigators (SL 7)
- 1 x Complaints Receptionist (SL 5)
- 1 x Data Base Clerk (St. 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)





PROVINCIAL OFFICE: GAUTENG

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (St. 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigations (St. 10)
- 8 x Principal Investigators (SL 9)
- 13 x Senior Investigators (SL 8)
- 4 x Investigators (SL 7)
- 2 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11) 1 x Principal Investigator and Protection Officer (St. 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5) Pretoria Satellite Office

PROVINCIAL OFFICE: MPUMALANGA

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage Investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigator (SL 10)
- 2 x Principal Investigators (SL 9)
- 8 x Senior investigators (SL 8)
- 2 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5) (Kwa Mhlanga Office)

SAFE FOR JUSTICE

PROVINCIAL OFFICE: KWAZULU-NATAL

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- Manage investigations into SAPS and MPS misconduct in terms of the policy framework.
- 2. Manage relations with provincial and national stakeholders
- Provide corporate support services

1 x Provincial Head (St. 14) 1x Personal Assistant (St. 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- Develop in consultation with Investigation Support Services the case for prosecution.
- Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigations (SL 10)
- 5 x Principal Investigators (SL 9)
- 10 x Senior Investigators (SL 8)
- 3 x investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (St. 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11)
- 1 x Principal Investigator and Protection Officer (St. 9)
- 1x Admin Officer (SL 7)
- 1x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



ORGANISATIONAL STRUCTURE FOR 2016/2017: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

PROVINCIAL OFFICE: EASTERN CAPE

PURPOSE: To manage the operations of the provincial wince.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14) 1x Personal Assistant (SL 5)

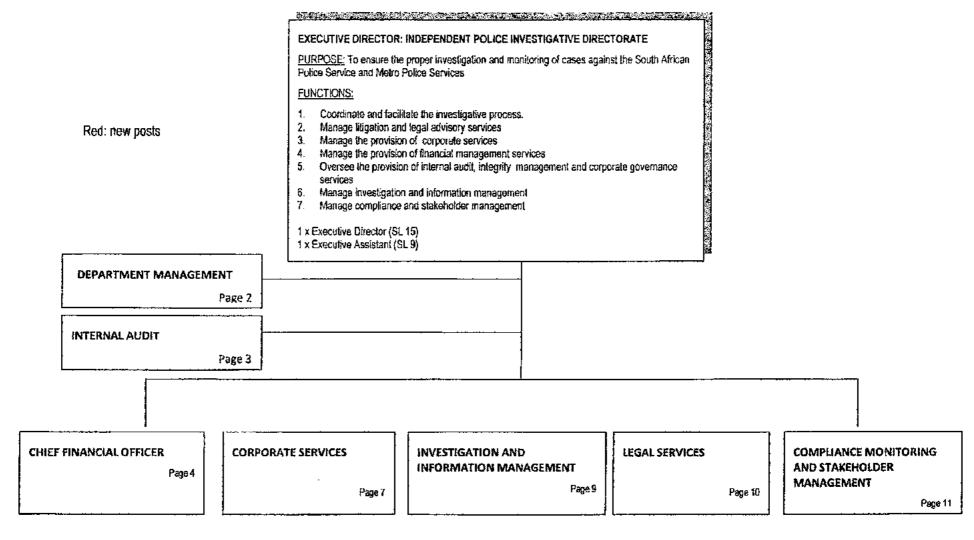
INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- Implement investigative policy framework.
- 2. Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro Police on cases of misconduct for disciplinary procedures to be undertaken
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: investigations (St. 10)
- 4 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (St. 5)

ORGANISATIONAL STRUCTURE FOR 2017/2018: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE





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DEPARTMENT MANAGEMENT

DIRECTORATE: EXECUTIVE SUPPORT

<u>PURPOSE</u>: To provide strategic and administrative support to the Executive Director

FUNCTIONS:

- Provide strategic and content management support to the Executive Director.
- Coordinate and facilitate the implementation of special projects.
- Coordinate #aison with Minister's office and other stakeholders.
- Provide administrative and logistical support to the Executive Director.
- Provide secretarial services to management and governance structures and meetings.
- Liaise with and coordinate activities of management and various committees.
- Establish and maintain sectoral and intergovernmental relations.
- Develop progress reports to stakeholders on investigations that have been requested.
- 1 x Director: Executive Support (St. 13)
- 1 x Deputy Director: Executive Support (SL 11)
- 1 x Assistant Director: Executive Support (SL 9)
- 1 x Admin Clerk (SL5)
- 1 x Typist (SL5)
- 1x Messenger (SL 5)

DIRECTORATE: CORPORATE GOVERNANCE

<u>PURPOSE:</u> To provide risk management support. Ensure compliance to applicable legislations. To protect the integrity of the IPID employees

FUNCTIONS:

- To ensure compliance with Laws and Regulations and applicable prescripts
- To Provide risk management support to the Department
- 3. Provide Ethics and Integrity services
- Promote advocacy and awareness on good management practices.
- . Conduct lifestyle audit
- 6. Conduct background testimonials
- Conduct entrapment in consultation with other law enforcements
- 8. Produce reports on all the above, as per agreed timeframes
- Make recommendations to SAPS and DPP
- 1 x Director: Corporate Governance (SL13) 1xDeputy Director: Ethics and Risk Management (SL 11)
- 1 x Deputy Director: Corporate Governance (SL 11)
- 1x Secretary (SL 5)

DIRECTORATE: STRATEGY AND PERFORMANCE MONITORING

PURPOSE: To manage the strategic and operational planning process for the Department and monitor the implementation thereof

FUNCTIONS:

- 1. Management and development of the department strategic plan
- Provide strategic and Annual performance planning support to the Department
- 3. To provide monitoring, evaluation and reporting support of the Department
- To coordinate the preparation of compliance reports and facilitate submission to the relevant entities within timetrame.
- 5. Monitor and evaluate the attainment of strategic objectives
- 6. Verification of performance information
- 7. Quality assurance of all reports and written instruments:
- 1 x Director: Strategy and Performance Monitoring (SL13)
- 1 x Deputy Director: M&E (SL 11)
- 1 x Assistant Director: M&E (SL9)

SUB DIRECTORATE: INTERGRITY MANAGEMENT

<u>PURPOSE:</u> To protect the Integrity of the IPtD investigations

FUNCTIONS:

- Conduct credit record and employment suitability analysis and give advice
- 2. Produce reports on all the above, as per agreed timefrantes
- Assist faise with SSA on the vetting and Screening of employees
- 4. Conduct background checks
- 5. Conduct lifestyle audit
- Conduct polygraph testimonials voice stress analysis
- 7. Conduct entrapment in consultation with other law enforcements
- 1x Deputy Director: Integrity Strengthening (SL11)
- 1x Assistant Director; Integrity Strengthening
- 1x Deputy Director: Vetting (SL11)
- 2 x Assistant Director; Vetting (SL 9)





DIRECTORATE: INTERNAL AUDIT

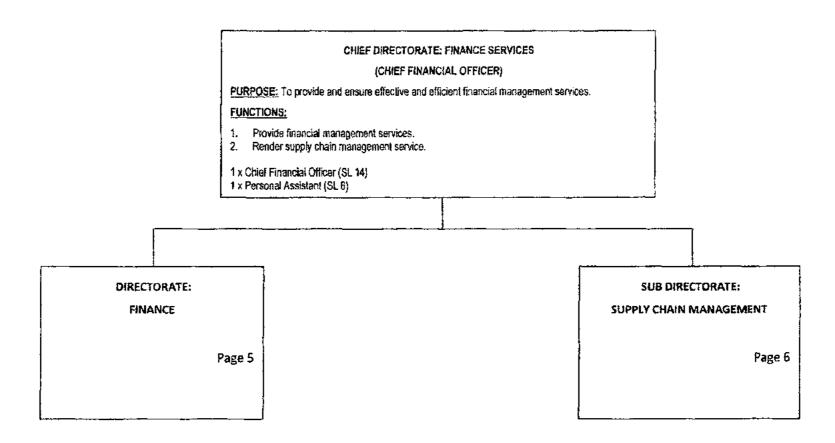
PURPOSE: To provide internal audit services by conducting compliance and performance audits and facilitating internal forensic investigations

FUNCTIONS:

- Manage and conduct compliance audits
 Facilitate and conduct performance audits
- Coordinate and monitor the implementation of audit recommendations
- Facilitate and manage internal forensic investigations
- 1 x Director: Internal Audit (SL13)
- 1 x Secretary (SL 5)
- 1 x Deputy Director: Internal Audit (SL11)
- 1 x Assistant Director; Internal Audit (SL9)
- 1 x Assistant Director: Internal Audit (SL9)
- 2 x Internal Auditors (SL7)
- 1 x Audit Clerk (SL5) 1 x Audit Clerk (SL5)



ORGANISATIONAL STRUCTURE FOR 2017/2018: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE





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DIRECTORATE: FINANCE

PURPOSE: To provide financial management services

FUNCTIONS:

- To provide financial accounting services
- To provide management accounting service
- 1 x Director: Finance (St. 13)
- 1 x Assistant Director: System Controller (SL9)
- 1x Secretary (SL 5)

SUB DIRECTORATE:

MANAGEMENT ACCOUNTING

PURPOSE: To provide management accounting service

FUNCTIONS:

- 1. Manage the budget and conduct long term financial planning.
- 2. Compile monthly management accounts and report thereon.
- Manage debtors
- 4. Coordinate budget Inputs from programs and provincial offices.
- Control movement of funds allocated within budget after reprioritization.
- Compile and disseminate statutory and regulatory financial reports.
- 7. Manage Auditor-General relationships and audit reporting
- 1 x Deputy Director, Management Accounting (SL 11)
- 1x Assistant Director: Budget Analyst (SL9)
- 1x Assistant Director: Budget Analyst (SL9)
- 1 x Assistant Director: Management Accounting (SL 9)
- 2 x State Accountant (SL 7)
- 1 x Accounting Clerk (SL5)

SUB DIRECTORATE: FINANCIAL ACCOUNTING

PURPOSE: To provide financial accounting service

FUNCTIONS

- 1. Administer the personnel budget
- 2. Manage and report on income, expenditure, assets and liabilities
- Manage creditors
- 4. Compile monthly management accounts
- Manage financial administration and personnel expenditure
- Ensure that provincial offices comply with financial regulations and report monthly thereon
- 1 x Deputy Director: Financial Accounting (SL 11)
- 1 x Assistant Director: Payroll Administration (SL9)
- 1x Assistant Director: Creditors Payments (SL9)
- 2 x State Accountant (SL 7)
- 3 x Accounting Clerk (St. 5)
- 1 x Accounting Clerk (SL5)





SUB DIRECTORATE: SUPPLY CHAIN MANAGEMENT

PURPOSE: To render supply chain management services.

FUNCTIONS:

- To provide asset management services
- To provide provisioning management services

1 x Deputy Director: Supply Chain Management (SL 11)

SUB DIRECTORATE:

ASSET MANAGEMENT

PURPOSE: To provide asset management services.

FUNCTIONS:

- Develop asset management policy
- 2. Develop and maintain asset management register
- Maintenance of assets
- 4. Disposal of assets.
- 5. Render stock taking/verification of assets
- Ensure adequate printing and resources and inventory management
- Manage fixed and movable assets
- 1 x Assistant Director: Asset Management (SL 9)
- 1 x Asset Management Practitioner (SL 7)
- 3 x Asset Management Clerk (SL 5)
- 1 x Deputy Director: Asset Management (SL 11)

SUB DIRECTORATE:

PROVISIONING MANAGEMENT

PURPOSE: To manage provisioning management services.

FUNCTIONS:

- Develop and implement a SCM framework, policy and procedures
- 2. Ensure compliance to SCM policy.
- Devetop and manage contracts and service level agreements.
- 4. Rendering of internal procurement function.
- Facilitate the provisioning of traveling and accommodation arrangements.
- 1 x Assistant Director: SCM (SL 9)
- 1 x SCM Practitioner (SL 7)
- 1 x Senior Provisioning Clerk (SL7)
- 1 x SCM Practitioners (SL 7)
- 5 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL 5)
- 2 x SCM Clerk (SL 5)
- 2 x Assistant Director: Supply Chain Management (St. 9)

ARCHIVE FOR JUSTICE

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CHIEF DIRECTORATE: CORPORATE SERVICES

PURPOSE: To provide corporate management services

FUNCTIONS:

- 1. Provide information, communication and technology services
- 2. Provide auxiliary services
- 3. Provide security management services
- 4. Provide human resource management and development service
- 5. Provide communication services
- 1 x Chief Director: Corporate Management (SL 14)
- 1 x Personal Assistant (SL 6)

DIRECTORATE:

INFORMATION COMMUNICATIONS AND TECHNOLOGY

<u>PURPOSE</u>; To provide information, communication and technology services.

FUNCTIONS:

- Develop, implement and maintain ICT strategy and advisory services.
- Develop and implement master systems plan.
- Develop and implement strategy for Information System Security
- Develop and manage corporate web site and intranet.
- Coordinate and manage integrated ICT infrastructure.
- 6. Provide business continuity services.
- 1x Director; ICT (SL13)
- 1x Secretary ICT (SL5)
- 1 x Deputy Director: ICT (SL 11)
- 1 x Assistant Director: ICT (SL 9)
- 4 x Network Controller (SL 6)
- 4 x Senior Network Controller (SL7)
- 1 x Assistant Director, ICT Security (SL 9)
- 1x Deputy Director: Programmer (SL 11)

SUB DIRECTORATE:

AUXILIARY SERVICES

PURPOSE: To provide auxiliary and security services

FUNCTIONS:

- Manage service level agreement with Public Works regarding the renting of new property and the maintenance of existing properties.
- Oversee the rendering of cleaning services
- Render messenger services.
- Provide record management services.
- Manage fleet services.
- Render switchboard service
- 1x Deputy Director: Auxiliary Services (SL11)
- 1 x Assistant Director: Auxiliary Services (SL 9)
- 1 x Snr. Admin Officer (SL 8)
- 1 x Transport Officer (SL 5)
- 1 x Registry Clerk (SL 5)
- 2 x Admin Clerk (SL 5)

SUB DIRECTORATE

SECURITY MANAGEMENT

<u>PURPOSE:</u> To provide security management services

FUNCTIONS:

- Develop and support the implementation of security policy, systems and procedures
- 2. Provide access, physical security and personal services.
- 3. Facilitate vetting and security clearances of personnel
- Monitor the implementation of information technology policies based on the MISS
- 1 x Deputy Director Security Management (SL 11)
- 1 x Security Officer (SL 6)
- 1 x Security Clerk (SL5)

DIRECTORATE:

COMMUNICATION

<u>PURPOSE:</u> To provide communication services

FUNCTIONS:

- Develop, implement and maintain policy framework for knowledge management and communications.
- Provide learning and knowledge management services
- Coordinate and manage the distribution of information to stake holders.
- Provide internal and external communication services
- Promote public awareness of 1PID role amongst stakeholders.
- Provide Library services
- 1 x Director; Communication and Marketing (SL 13)
- 1 x Secretary (SL 5)
- 1 x Deputy Director: Communication and Marketing (SL11)
- 1 x Principal Communication Officer (SL8)
- 1 x Librarian (SL 7)

DIRECTORATE:

HUMAN
RESOURCE
MANAGEMENT
AND
DEVELOPMENT
SERVICE

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ORGANISATIONAL STRUCTURE FOR 2017/2018; INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

DIRECTORATE:

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE

Purpose: To provide human resources management and development services

Functions:

- Develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.
- 2. Render efficient and effective human resource administration services.
- 3. Promote the optimal development and utilization of human resources.
- Manage labour relations
- Manage employee health and wellness
- 1 x Director: HRM & DS (SL 13)
- 1 x Secretary (Sl. 5)

SUB DIRECTORATE:

HUMAN RESOURCE POLICY AND PLANNING

<u>PURPOSE</u>: To develop human resource policies and strategies, and ensure the alignment of organizational structures to the strategic plan.

FUNCTIONS:

- Develop and implement human resources planning strategies and processes
- Coordinate the development of human resource plans
- Coordinate human resource information an ensure establishment control
- Monitor and provide reports on HR information
- Provide organizational design and job evaluation services.

1x Assistant Director Policy and Planning (SL9)

SUB-DIRECTORATE:

HUMAN RESOURCE ADMINISTRATION

<u>PURPOSE</u>: To render efficient and effective human resource administration services.

FUNCTIONS:

- Administer conditions of service, remuneration and employee benefits.
- Administer recruitment, selection, and appointment of employees.
- 3. Manage leave matters
- Manage and support line mangers with the implementation of PILLIR
- 1 x Deputy Director HRA (SL 11)
- 1 x Assistant Director: HRA (SL 9)
- 1 x HR Practitioner (SL7)
- 1 x HR Practitioner (St. 7)
- 4 x HR Clerk (SL5)
- 1 x HR Registry Clerk (SL.5)

SUB-DIRECTORATE:

HUMAN RESOURCE DEVELOPMENT SERVICES

<u>PURPOSE:</u> To promote the optimal development and utilization of human resources

FUNCTIONS:

- Manage and monitor the implementation of the Skills Development strategies and plans.
- Manage the training and development of employees.
- Manage learnership and internship programmes.
- Administer the performance management system.
- Develop service delivery charter and maintain SDIP
- 1 x Deputy Director HRD (SL 11) 1x Administration Clerk (SL 5)

SUB-DIRECTORATE

LABOUR RELATIONS

PURPOSE: To manage and facilitate the provision of labour relations services

FUNCTIONS:

- Facilitate the development of departmental labour relations, policies, guidelines and processes
- 2. Facilitate collective bargaining and dispute resolution processes
- 3. Facilitate disciplinary processes.
- Facilitate consultation and negotiation processes.
- 5. The monitoring of implementation of arbitration awards and collective agreements
- 6. Manage labour relations with social partner
- 1x Deputy Director: Labour Relations (SL 11)
- 1 x Assistant Director Labour Relations (St. 9)
- 1 x Labour Relations Officer (SL 8)

SUB-DIRECTORATE

EMPLOYEE HEALTH AND WELLNESS

<u>PURPOSE</u>: To manage and facilitate the provision of employee wellness and programmes

FUNCTIONS:

- Develop and implement employee health and wellness strategies and programmes
- 2. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes
- Manage and facilitate HIV and Aids and TB prevention, support and treatment care programmes
- Facilitate and promote occupational health and quality of life
- 5. Development of attraction, retention and exit interview
- 1 x Assistant Director Employee Health and Wellness (St. 9)
- 1 x: Special Programmes Officer (\$1/7)
- 1 x: Employee Health and Wellness Officer (St. 7)

CHIEF DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To coordinate and facilitate the investigative process

FUNCTIONS:

- Manage information, and knowledge management services.
- 2. Develop investigative policy, coordinate strategic planning and monitor & provincial investigation standards
- 1 x Chief Director: Investigation and Information Management (SL 14)
- 1 x Personal Assistant (SL 6)

DIRECTORATE: INVESTIGATION AND INFORMATION MANAGEMENT

PURPOSE: To manage information and knowledge management services.

FUNCTIONS:

- Develop, implement and maintain data base of all current and finalized investigations
- Analyze, quality assure and compile management report on monthly, quarterly and annual statistics.
- Attend to Parliamentary and other Stakeholder enquiries regarding statistical information.
- Liaise with Police Secretariat's Research Unit.
- 1 x Director: Investigation and Information Management (SL 13)
- 1 x Deputy Director: Investigation and Information Management (SL 11)
- 1x Deputy Director: Information and Knowledge Management (SL 11)
- 1 x Deputy Director: Statistics (SL 11)
- 1x Assistant Director, Information and Knowledge Management (SL 9)
- 1 x Assistant Director: Statistics (SL 9)
- 1 x Database Clerk (SL 5)

SUB: DIRECTORATE: NATIONAL SPECIAL INVESTIGATION

<u>PURPOSE</u>: To conduct specialized investigations and provide protection to investigators

FUNCTIONS:

- Investigate complicated and specialized cases
- Investigate identified systematic corruption cases
- Identify risk to investigators when deating with sensitive cases
- Provide protection to investigators
- 1 x Director, Investigation and Protection (SL 13)
- 1 x Deputy Director: Investigation and Protection (SL 11)
- 6 x Principal Investigator and Protection Officer: (SL 9)
- 4 x Principal Investigator and Protection Officer: (SL 9)
- 5 x Principal Investigator and Protection Officer: (SL 9)
- 3 x Filliwatal ilivestigator and riotection officer. (OL 9)
- 1 x Deputy Director: Investigation and Protection (SL 11)

DIRECTORATE: INVESTIGATION SERVICES

Western Cape Province North West Province Free State Province Eastern Cape Province Limpopo Province Gauteng Province Mpumalanga Province Northern Cape Province Kwa Zulu Natal Province





CHIEF DIRECTORATE: LEGAL SERVICES

PURPOSE: To manage litigation and investigation advisory services

FUNCTIONS:

- 1. Manage and facilitate the provision of investigation advisory services
- 2. Provide legal and liligation advisory services
- 1 x Chief Director: Legal Services (SL 14)
- 1 x Personal Assistant (SL6)

DIRECTORATE: LEGAL AND LITIGATION ADVISORY SERVICES

PURPOSE: To provide legal advisory services

FUNCTIONS:

- Draft contracts on request.
- 2. Provide legal advice to department
- 3. Draft and assist with review of legislation.
- Coordinate civil and labour litigation matters with the office of the State Attorney
- 5. Coordinate granting of policing powers to investigators
- Lieison with the SAPS and NIA regarding security clearance for granting of policing powers
- 1 x Director Legal and Litigation Services (SL 13)
- 1 x Snr. Legal Admin Officer (SL 11)
- 1 x Secretary (St.5)

DIRECTORATE: LEGAL AND INVESTIGATION ADVISORY SERVICES

<u>PURPOSE</u>: To manage and facilitate the provision of Investigation advisory services

FUNCTIONS:

- Provide legal advice and guidance to investigators.
- 2. Develop in consultation with investigators the case for prosecution
- Facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases.
- 4. Keep stakeholders up to dale with progress of cases in court

1x Director, Legal and Investigation Advisory Services

- 1 x Snr. Legal Admin Officer (SL 11)
- 1 x Secretary (SL5)





ORGANISATIONAL STRUCTURE FOR 2017/2018; INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

CHIEF DIRECTORATE: COMPLIANCE MONITORING AND STAKEHOLDER MANAGEMENT

PURPOSE: Safeguards the principle of co-operative governance and stakeholder management

FUNCTIONS:

Ensures the monitoring and evaluation of the quality of recommendations made to SAPS/MPS as well as monitoring and reporting on SAPS/MPS compliance with reporting obligations in terms of the IPIO Act.

- 1 x Chief Director: Compliance Monitoring and Stakeholder Management (SL 14)
- 1 x Personal Assistant (SL6)

DIRECTORATE: COMPLIANCE MONITORING

<u>PURPOSE</u>: Ensure monitoring and evaluation of the quality of recommendations made to SAPS and MPS as well as monitoring and reporting on SAPS compliance with reporting obligations in terms of the IPID Act

FUNCTIONS:

- Monitors and evaluates the quality of recommendations made to SAPS, MPS, and NPA.
- Monitors the responsiveness of the SAPS, MPS, NPA to IPID recommendations
- Report on SAPS/MPS compliance with reporting obligations in terms of the IPID Act
- 1 x Director: Compliance Monitoring (SL13)
- 1x Secretary (SL 5)
- 1 x Deputy Director Compliance Monitoring (SL 11)
- 1 x Assistant Director: Compliance Monitoring (SL9)

DIRECTORATE: STAKEHOLDER MANAGEMENT

<u>PURPOSE</u>: To develop and maintain good governance and reporting frameworks, systems and procedures

FUNCTIONS:

1. Coordinating liaison with the Ministers office Parliamentary Committees, Cabinet

Clusters and working committees as well as key departmental stakeholders such as the SAPS, MPS, Civilian Secretariat, NPA, StU, Public Protector, State Security Agency, civil society organizations etc.

- Provide strategic interventions, support and partnership to facilitate the attainment of the IPID mandate
- Create enabling mechanisms for community participation in the achievement of the IPID objectives
- 4. Community outreach programmes
- 1 x Deputy Director: Parliamentary and Stakeholder Management (\$11)
- 1 x Deputy Director: Padiamentary and Stakeholder Management (Provincial Support) (S11)



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PROVINCIAL OFFICE: NORTHERN CAPE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 4. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 5. Manage relations with provincial and national stakeholders
- Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal miscenduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations,
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director Investigations (SL 10)
- 2 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (St. 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director, Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officar (SL7)
- 1 x Admin Clerk (St. 5)
- 1 x Admin Clerk (SL 5)



PROVINCIAL OFFICE: NORTH WEST PROVINCE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (St. 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director Investigations (SL 10)
- 3 x Principal Investigators (SL 9)
- 1 x Complaints Receptionist (SL 5)
- 6 x Senior, Investigators (S 8)
- 4 x Investigators (SL 7)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL5)



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PROVINCIAL OFFICE: LIMPOPO

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 2. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders
- Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director, Investigations (SL 10)
- 3 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Complaints Receptionist (SL 5)
- 1 x Data Base Clerk (SL 5)
- 1 x Assistant Director: Corporate Services (SL9)
 1 x Principal Investigator and Protection Officer (SL9)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Snr. Admin Officer (SL 8)



PROVINGIAL OFFICE: FREE STATE

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework.
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (SL 14)

1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress,
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigator (SL 10)
- 3 x Principal investigators (SL 9)
- 7 x Senior Investigators (St. 8)
- 3 x Investigators (SL 7)
- 3 x Investigators (SL 7)
- 1 x Complaints Receptionist (SL 5)
- 1 x Data Base Clerk (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



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PROVINCIAL OFFICE: GAUTENG

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services

1 x Provincial Head (St. 14) 1x Personal Assistant (St. 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement Investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- 8. Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (St. 11)
- 1x Assistant Director: Investigations (SL 10)
- 8 x Principal Investigators (SL 9)
- 13 x Senior Investigators (SL 8)
- 4 x Invastigators (SL7)
- 2 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5) Pretoria Satellite Office



ORGANISATIONAL STRUCTURE FOR 2017/2018; INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

PROVINCIAL OFFICE: KWAZULU-NATAL

PURPOSE: To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- 2. Manage relations with provincial and national stakeholders
- 3. Provide corporate support services
- 1 x Provincial Head (SL 14)
- 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- 3. Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations:
- 6. Develop in consultation with Investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (SL 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: Investigations (SL 10)
- 5 x Principal Investigators (SL 9)
- 10 x Senior investigators (St. 8)
- 3 x Investigators (SL 7)
- 1 x Data Base Clerk (St. 5)
- 1 x Complaints Receptionist (SL 5)
- 1 x Assistant Director: Corporate Services (SL 9)
- 1 x Deputy Director: Corporate Services (SL 11)
- 1 x Principal Investigator and Protection Officer (SL9)
- 1x Admin Officer (SL 7)
- 1x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)



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ORGANISATIONAL STRUCTURE FOR 2017/2018; INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

PROVINCIAL OFFICE: EASTERN CAPE

PURPOSE; To manage the operations of the provincial office.

FUNCTIONS:

- 1. Manage investigations into SAPS and MPS misconduct in terms of the policy framework
- Manage relations with provincial and national stakeholders.
- Provide corporate support services

1 x Provincial Head (SL 14) 1x Personal Assistant (SL 6)

INVESTIGATIONS

Purpose: To coordinate and facilitate investigations into SAPS criminal misconduct

FUNCTIONS

- 1. Implement investigative policy framework
- 2. Implement monitoring and Evaluation system to track case progress.
- Undertake prescribed investigations.
- 4. Manage investigations done via satellite offices.
- 5. Provide management reports on findings of investigations.
- 6. Develop in consultation with investigation Support Services the case for prosecution.
- 7. Compile and present criminal cases before prosecuting authority for decision to prosecute.
- Compile and present reports to Provincial Commissioner and Commissioners of Metro Police on cases of misconduct for disciplinary procedures to be undertaken.
- 1 x Director: Investigations (Si. 13)
- 1 x Deputy Director: Investigations (SL 11)
- 1x Assistant Director: investigations (SL 10)
- 4 x Principal Investigators (SL 9)
- 6 x Senior Investigators (SL 8)
- 3 x Investigators (SL 7)
- 1 x Investigators (SL 7)
- 1 x Data Base Clerk (SL 5)
- 1 x Complaints Receptionist (SL 5)
- A Compraints (Co. 9)
- 1 x Assistant Director: Corporate Services (St. 9)
- 1 x Principal Investigator and Protection Officer (SL 9)
- 1 x Admin Officer (SL 7)
- 1 x Admin Clerk (SL 5)
- 1 x Admin Clerk (SL 5)

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