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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Chief Superintendent: Investigations**

**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## CHIEF SUPERINTENDENT: INVESTIGATIONS

<b>Department:</b>	Public Safety - JMPD
<b>Branch:</b>	Internal Affairs
<b>Designation:</b>	<b>Chief Superintendent: Investigations</b>
<b>Remuneration:</b>	R49 989,72 pm (basic salary, excluding benefits)
<b>Location:</b>	Wemmer Complex 1041

### **Minimum Requirements:**

- Grade 12/ NQF level 4;
- A 3-year tertiary qualification in either Legal, Forensic Investigation or relevant qualification (NQF level 7);
- Metro Police Diploma (basic training qualification);
- 8 years or more relevant experience, of which 3 years of proven supervisory managerial experience;
- Code B Driver's license;
- No criminal record;
- Firearm proficiency.

### **Primary Function:**

**Support the strategic objectives of the directorate by managing the internal investigation, providing effective case management ensuring the integrity of case dockets, and management of investigators leading to successful prosecutions thereby reducing crime.**

### **Key Performance Areas:**

- Execution of investigation in support of complaints received;
- Conduct routine dockets inspections;
- Manage the prevention of the loss and theft dockets;
- Coordinates actions related to cases;
- Monitor and evaluate investigations and action taken;
- Produce accurate and concise technical reports in support of the investigation and findings;
- Inspire positively in other and can influence others effectively;
- Constantly liaise with all relevant Law Enforcement Agencies Internal and External;
- Identify and deal with ethical issues and conflicts of interest;
- Manage and control financial and administrative functions;
- Control the Investigation unit personnel;

### **Leading Competencies:**

- Computer Literacy (Microsoft Word and Excel).
- Good facilitation and influencing skills.
- Good listening skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;



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- Critical thinking skills;
- Excellent written and verbal communications skills;
- Good management skills.

#### **Core Competencies:**

- Knowledge on the local government, legislation, systems, processes and programmes;
- Knowledge of investigation of complain objectives through quality reviews investigation and reporting;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing the function.
- Knowledge on Corporate Government.
- Knowledge of principles and practices of municipal organization, administration and personnel management.
- Operate under limited supervision;
- Attention to detail;
- Confidentiality.

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

[https://share-eu1.hsforms.com/1LQrB9C1BQI6HswA5mIO\\_AQew554](https://share-eu1.hsforms.com/1LQrB9C1BQI6HswA5mIO_AQew554)

**APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)**

#### **ENQUIRIES ONLY:**

**Contact Person:** Vuyelwa Seleka  
**Tel No:** (011) 490 1643

**CLOSING DATE: TUESDAY, 12 DECEMBER 2023**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record, CV validation, Employment record verification, Criminal check, Identity validation.