



South African
NATIONAL PARKS

SANPARKS JOB PROFILING SYSTEM (SJPS)

JOB TITLE:

Assistant Investigator

Date: 09 September 2021

Table of Contents

1.	JOB DETAILS.....	3
1.1.	PARTICIPANTS.....	3
1.1.1.	Job Analyst.....	3
1.1.2.	Subject Matter Specialists.....	3
1.2.	JOB PURPOSE.....	4
1.3.	ROLES AND RESPONSIBILITIES.....	4
2.1.	JOB – RELATED KNOWLEDGE.....	4
2.2.	JOB – RELATED SKILLS.....	4
2.3.	JOB – RELATED ACTIVITIES.....	5
2.3.1.	Activities.....	5
2.4.	RESPONSIBILITIES.....	6
2.5.	DISABILITIES AND HEALTH CHALLENGES.....	6
2.6.	RELEVANT QUALIFICATIONS.....	7
2.7.	RELEVANT EXPERIENCE.....	7
2.8.	NATURE OF THE JOB.....	7

1. JOB DETAILS

Job Title:		Assistant Investigator
Job Grade:		C1
Division:		Corporate
Reporting	Upward	Investigations
	Downward	none

1.1. PARTICIPANTS

1.1.1. Job Analyst

Full Names:	Agatha Khunwane
Job Title:	Corporate Manager Organisational Design
Job Grade	D4
Employee Number:	252210
Job Profiling License Number:	2522100KA

1.1.2. Subject Matter Specialists

Surname & Initials	Job Title	Job Grade	Employee Number
De Wet K	Head: Environmental Crime Investigation	D5	
Funda NX	GM AIM	EU	
Visser R	Manager HCM	D1	
		Select	
		Select	
		Select	
		Select	
		Select	

1.2. JOB PURPOSE

To assist with the implementation of the SANParks Environmental Crime Investigation plan and Programmes.

1.3. ROLES AND RESPONSIBILITIES

- To assist with the investigation and collection of information for level 1 to 4 environmental crimes and support crime investigations in general.
- To assist with the analysis of in-coming reports for the management of reactive and proactive specialised anti-poaching operations.
- To assist with corporate crime investigations, as and when required.
- To assist in conducting crime investigations, reconstruction of tactical information of crime scenes and assist with the compilation of reports for further investigation.
- To assist with administration and reporting e.g. Info Notes.
- To ensure compliance to the management of the asset register of the unit (crime scene equipment/firearms etc.).
- To assist with maintaining good relations with relevant role-players.
- To perform additional adhoc responsibilities as and when required.

1.4. JOB – RELATED KNOWLEDGE

Relevant Laws - EMI
 Environmental crime investigation
 Criminal investigations
 Crime intelligence management
 Basic Project Management
 Auditing and Forensics
 Crime scene management
 Stakeholder management

1.5. JOB – RELATED SKILLS

- Strategic thinking.
- Basic Project management.
- Ability to work across teams.
- Analytical/technical mind set
- Administration skills
- Inter-personal skills
- Negotiation skills
- Communications skills
- Investigative skills
- Informant networking skills
- Multi-linguistic
- Ability to multi-task
- Problem solving skills
- Firearm Handling

1.6. JOB – RELATED ACTIVITIES

Guidelines: Planning, Assessing, Evaluating, Implementing, Coordinating, Reviewing, Advising, Cooperating, Discussing, Analysing, Writing, Administrating, Learning, Researching, Deciding, Problem solving, Designing, Influencing and Diagnosing

1.6.1. Activities

- Participate in short and medium term investigations for prosecutions
- Provide regular reports – verbal or written.
- Assist with the administration and compilation of all environmental crime related dockets and reports, in support of investigations.
- Provide relevant information to the Analysts to creating a local and provincial crime network linked to environmental crime.
- Visit and conduct crime scenes investigations and collection of forensics evidence.
- Engage and support relevant role-players needed at a crime scene.
- Assist with de-briefing and questioning of suspects arrested and obtain tactical information to assist with investigation.
- Continuous interaction with analysts and specialised investigations.
- Interact with SAPS investigating officers.
- Source networks, handling and collect of information on environmental and corporate related crimes.
- Participate in Pro-active operational activities (including the use of specialised technologies/equipment).
- Interactive sharing of information with SAPS.
- Ensure firearm handling and compliance.
- Participate in corporate crime investigations as and when required.

1.7. RESPONSIBILITIES

Value Of Resources (Rands and Cents)	0
Budget	0

1.8. DISABILITIES AND HEALTH CHALLENGES

NB: Discrimination against people living with disabilities in the workplace is both ethically and legally unacceptable.

The Job can be performed by a person with the following disabilities health challenges:

		YES	NO
Mental Disabilities	• Alzheimer Disease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Anxiety Disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Bipolar Disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Depression	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Learning Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Memory lost	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Obsessive Compulsive Disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Any mental Disorder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Disability	• Visual Impairment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Hearing Impairment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Mobility Impairment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chronic Illness	• Asthma	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Cancer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Diabetes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Hypoglycaemia	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• HIV /Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Renal Failure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Tuberculosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Any Other Chronic Illness	<input type="checkbox"/>	<input type="checkbox"/>

1.9. RELEVANT QUALIFICATIONS

Higher Certificate in Conservation Management/Policing/Crime investigation
 Firearm Handling - Essential
 EMI qualified - Essential

 Driving License a requirement

1.10. RELEVANT EXPERIENCE

Minimum of 2 years' work experience in crime investigation.

1.11. NATURE OF THE JOB

Working Hours Per day	8 hours	
Working Days per week	5 days	
Travel	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Office bound	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Approved By Managing Executive / Head of Division / Delegated Authority

Full Names	Signature	Date
Chief Ranger		