

PUBLIC PROTECTOR SOUTH AFRICA

Constitutional Mandate

The mandate of the Public Protector is to strengthen constitutional democracy by investigating and redressing improper and prejudicial conduct, maladministration and abuse of power in all State affairs, resolving administrative conduct through mediation, conciliation or negotiation, advising on appropriate remedies or employing any other expedient means; reporting and recommending, advising and investigating violations of the Executive Members Ethics Act of 1994; resolving disputes relating to the operations of the Promotion of Access to Information Act of 2000 and discharging other responsibilities as mandated by national legislation.

CHIEF OF STAFF (RE-ADVERTISEMENT)

Branch: Office of the Public Protector

All-inclusive package: R864 177 per annum (Ref. PPSA/HRM/12/2015)

Head Office, Pretoria

Requirements: • An appropriate B degree or equivalent qualification, a legal qualification is preferred • A minimum of 8 years' relevant experience with 5 years of senior or middle management experience of which 3 years must have been in the role of providing support to the Executive Authority, Deputy Minister or Authority with similar responsibilities • Advanced leadership skills • Excellent knowledge of interpreting concepts into operational activities • Accredited courses/diplomas or degrees within Management/Financial/Social Sciences/Legal fields would also be advantageous • In-depth knowledge and understanding of PFMA • Knowledge and understanding of the constitutional mandate, vision, mission and the values of the Public Protector's Office and the Public Protector Act.

Competencies, skills and knowledge: • Strategic and analytical thinker • Excellent interpersonal, networking and communication skills (verbal and written) at a high level • Excellent computer literacy • Management and administration with excellent supervisory skills • Report-writing skills • Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Public Protector Act, the Constitution and other enabling legislation, the Public Administration, Local Government and Public Finance Acts • Expert in administration • Public Service experience • Knowledge of legislation and regulations relevant to Public Protector South Africa • Knowledge of the functioning of Government and Parliament • Knowledge of HRM, SCM and Finance • Planning and organising skills • Project management for core functionary units • Communication and customer service for stakeholder management as well as international relations • Analytical thinking and problem-solving skills • Ethical conduct • Accuracy • Excellent writing and negotiation skills • Innovator and self-starter • Ability to work independently.

Key responsibilities: Reporting directly to the Public Protector, the incumbent will: • Provide executive support to the Public Protector and Deputy Public Protector in order to enable effective oversight role of the Executive on the functioning of the whole organisation • Manage International Relations and protocol in the Public Protector's office • Oversee the development of policies in the Public Protector's office • Coordinate the investigations and administration in the Public Protector's office • Coordinate completion of Special Attention Matters (SAM) and ordinary investigations • Coordinate and implement strategic planning processes • Review institutional performance and parliamentary queries • Oversee the compliance and implementation of the service delivery charter of the Public Protector South Africa • Coordinate and act as the secretariat of EXCO meetings and supervise Think Tank secretariat • Enhance collaboration with stakeholders • Coordinate the implementation and performance of the strategic plan • Be responsible for Parliamentary liaison • Ensure that necessary research and sourcing of information is done for the Public Protector • Observe office protocol at all times • Provide administrative and office management support to the Public Protector and Deputy Public Protector • Manage staff in the Public Protector's Office.

Enquiries: Mr T Mokoena, tel. (012) 366-7031 or Mr T Khunou, tel. (012) 366-7111

Note: All appointments will be done in terms of the Public Protector Act and a 6-month probation period, which may be extended to 12 months, will be applicable. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

The successful candidate will have to undergo security clearance, vetting and competency assessments may be conducted.

The Office reserves the right not to fill the vacancy. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Please visit our website at www.publicprotector.org to view full post.

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office. People with disabilities, Coloured, Indians and females will be given preference.

Please direct your application, stating the relevant reference number, to Head Office, Pretoria, for the attention of Mr T Khunou, Private Bag X677, Pretoria 0001 or hand deliver to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest, Pretoria, or e-mail to: Applications@pprotect.org

Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document).

Closing date: 15 December 2015



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