

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.

(Re-advertisement)

EXECUTIVE MANAGER: CORPORATE SERVICES

All-inclusive package: R1 042 500 per annum (Ref. PPSA 01/02/2016)

Head Office, Pretoria

Requirements: • A postgraduate degree in Business Management or other equivalent qualifications • A minimum of 10 years' management experience in performing strategic corporate service management duties of which 5 years should have been at Senior Management level • An understanding of corporate systems and relevant legislation including PFMA, LRA, BCEA, SDA, SDLA, Public Protector Act, Constitutional Mandate, etc • Computer literacy • A valid driver's licence.

Skills, knowledge and competencies: • Analytical thinking • Leadership skills • Management • Negotiation • Presentation and facilitation skills • Problem-solving • Conflict resolution and dispute resolution • Report-writing • Research • Networking and interpersonal skills. **Strong ability to:** • Work under pressure • Think analytically and to take appropriate decisions • Communicate with people at all levels • Manage and adapt to change and diversity • Be impartial, objective and maintain political neutrality • Be efficient • Be proactive and innovative • Be empathetic • Mentor employees • Advise and influence decisions and policies.

Duties and responsibilities: • Develop and implement Corporate Services strategies and plans • Manage Corporate Services budget, systems, processes and personnel to ensure effectiveness • Provide strategic leadership to the Corporate Support functions, namely Human Resources, Information, Communication and Technology, Communications, Knowledge and Records Management and Facilities and Logistics Management • Develop and implement a corporate services management strategy for the organisation • Provide direction in terms of the departmental needs to support the overall strategy of the organisation • Ensure compliance with all relevant legislation • Coordinate transformation and organisational development programmes for the organisation • Ensure the development and implementation of ICT, communication, knowledge management strategies for the organisation • Ensure cost-effective, best practice and sustainable HRM, ICT, communication, knowledge management and facilities management capability for the organisation • Manage development and review of corporate services policies, processes and procedures in order to ensure good governance.

Enquiries: Mr Tshelo Mokoena/Mr Solomon Maredi, tel. (012) 366-7031/7146

(Re-advertisement)

MANAGER:

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

All-inclusive package: R674 979 per annum (Ref. PPSA 02/02/2016)

Head Office, Pretoria

Requirements, knowledge and experience: • A Bachelor's degree in HR or equivalent qualification • A postgraduate qualification will be an added advantage • A minimum of 5 years' working experience as an HR Generalist • A minimum of 3 years' experience at managerial level • In-depth practical understanding of Labour Relations • Experience in facilitation and coordination of grievances, disciplinary and dispute resolution • Experience in strategic and operational management of HR and PMDS; staffing and remuneration; conditions of service; labour relations; organisational development; transformation and change management; and EE and skills development • Advanced HR acumen • Proven managerial, leadership and business partnering skills • Experience in developing recruitment and selection toolkits and templates • Good knowledge of all relevant legislation and prescripts governing human resources • Knowledge and understanding of the Public Protector Mandate will serve as an added advantage • Experience as a Labour Relations Specialist will be an added advantage.

Competencies/skills: • Specialist labour relations • Management and supervisory skills • Excellent communication and presentation skills • Organisational and networking skills • Good analytical and interpretive skills • Conflict and dispute resolution skills • Research skills • Computer literacy • Good drafting and report-writing skills • Integrity and ethical conduct • The ability to liaise with staff at all levels • Negotiation, conciliation and interpersonal skills.

Key responsibilities: Reporting to the Senior Manager: Human Resources Management and Development, the successful candidate will: • Manage the employee relations process within the organisation • Develop toolkits and templates • Manage labour relations functions • Develop HR policies, guidelines, processes and procedures • Develop and review policies, guidelines, templates, processes and procedures • Manage the development and implementation of job profiles, job evaluation and competency assessments • Develop effective HR administration controls and HR audits • Manage, supervise and guide subordinates in the Unit • Train Managers in labour relations and human resources management activities • Facilitate the effective management and maintenance of the Performance Management System, career pathing, organisational structure, post establishment, personnel budgets, etc • Facilitate the development and implementation of an employment equity programme and be responsible for other HR functions, such as training and development, employee equity and recruitment and selection.

NB: Those candidates who previously applied are encouraged to re-apply.

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

(Re-advertisement)

ASSISTANT MANAGER: FINANCIAL ACCOUNTING

Basic salary: R361 659 per annum plus benefits (Ref. PPSA 03/02/2016)

Head Office, Pretoria

Requirements, knowledge and experience: • A 3-year BCom degree or equivalent in Financial Management and Accounting • Advanced accounting skills • Good knowledge of GRAP, financial accounting • In-depth knowledge of the PFMA, Treasury Regulations and other relevant legislation • Excellent communication skills (written and verbal) at all levels • Excellent computer literacy including SAP and Caseware • A minimum of 5 years' relevant experience, of which at least 3 years should have been at supervisory or management level.

Competencies/skills: • Problem-solving • Analytical • Negotiation skills • Decision-making • People management and empowerment • Initiative • The ability to generate reports • Result/quality innovation/continuous improvement driven • Research and development skills • Project management • Ethical conduct • Excellent interpersonal skills.

Key responsibilities: Reporting directly to the Manager: Financial Accounting, the successful candidate will: • Ensure and monitor compliance with all internal policies and procedures of all transactions that have financial implications across all business units within the Public Protector South Africa (PPSA) • Develop and implement relevant policies where required • Facilitate the control and monitoring of payments and preparation of creditors reconciliation • Assist in the preparation of the annual financial statements • Prepare operating and finance lease schedules with related disclosures in accordance with the accounting standards • Update the fixed assets register and reconcile property, plant and equipment • Develop and manage the commitment register • Prepare reconciliations of general ledger accounts • Ensure that all control accounts are cleared on a regular basis • Provide effective leadership, mentorship and management support for staff within the Financial Accounting unit.

NB: Those candidates who previously applied are encouraged to re-apply.

Enquiries: Mr S Maredi, tel. (012) 366-7146

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 candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position. All successful candidates will have to undergo security clearance and vetting, and competency assessments may be conducted.

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

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

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, as well as Coloured, Indian and female candidates will be given preference.

Applications for the above posts can be forwarded for the attention of Mr T Khunou at Private Bag X677, Pretoria 0001 or hand delivered to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest, Pretoria.

Fax and e-mail applications will not be accepted.

Closing date: 26 February 2016