



The following positions exists within the Public Protector South Africa

CHIEF OPERATIONS OFFICER

(Ref: PPSA10/18/1)

Location: Head Office, Pretoria

**All- Inclusive Salary Package Range: R1 221.633 – R1 853 499 per annum
(5 -year fixed term contract position)**

Requirements: Qualification in Law. An MBA/MBL qualification will be an added advantage. A minimum of 10 years' related experience of which 5 years should be at Executive Management (Chief Director) Level. Experience in service delivery environment is a prerequisite. A valid driver's license is required.

Skills, Knowledge and Competencies: Analytical thinking, Leadership skills, Management, Negotiation, Presentation and Facilitation skills, Verbal and written communication including liaising with the Media. Manage and adapt to change and diversity, and innovative, mentor employees. Advice and influence decisions and policies. Research and report writing skills. In depth knowledge and understanding of the Legal Framework including knowledge of the Public Protector Act, Constitution of the Republic of South Africa and other enabling legislation, the Public Administration, Local Government, and Public Finance: In depth knowledge of Finance and procurement, HR matters; Effective investigation and interview techniques and protocols in public administration; Reporting procedures; Project management; Legal interpretation and research methodology; Ombudsmanship.

Key Performance Areas (KPA's)

Strategic and operational management, Investigations and Reporting processes, content management, Branch reporting to CEO, Budget planning and management, Manage investigation business units' i.e. Complaints and Stakeholder Management, Good Governance and Integrity, Administrative Justice and Service Delivery and Provincial Investigations and Integration.

Duties and Responsibilities: This Executive will lead and integrate the Core business Processes of the Public Protector South Africa, Provide leadership, direction, support and advice to the Investigation Branches in terms of applicable legislation. Oversee the development of strategic plans, annual performance plans and operational plans for the Investigation branches. Oversee and facilitate research within the Public Protector South Africa in order to ensure proper investigations, Report writing and compliance with relevant requirements. Oversee the effective consolidation of Investigation reports.

Oversee and ensure the development and implementation of effective complaints handling processes, systems and procedures. Oversee and ensure that appropriate investigations are conducted by the Public Protector South Africa with regards to complaints. Develop strategic alliances and partnerships with relevant stakeholders. Oversee the development and implementation of policies, processes, procedure and frameworks for investigations.

Enquiries: Mr G Tyelela @ tel 012 366 7079

**CHIEF OF STAFF
(Ref: PPSA10/18/2)**

Location: Head Office, Pretoria

**All- Inclusive Salary Package Range: R1 189 338 – R1 422 012 per annum
(Fixed term employment contract linked to the term of the Public Protector)**

Requirements: An appropriate B Degree or equivalent qualification, a legal qualification is preferable, A minimum of 8 years' relevant experience with 5 years of senior or middle management experience of which 3 years may have been in the role of providing support to the Executive Authority, Judges, Deputy Minister or Authority with similar responsibilities, Advanced leadership skills, Excellent planning and coordination skills, Analytical thinking and sound judgement, Excellent appreciation of the Public Protector mandate in line with the constitution, Public Protector Act, and other enabling legislation giving mandate to the Public Protector, Advanced stakeholder management and intergovernmental relations skill, Valid driver's license and good computer literacy.

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, Ethical conduct, Accuracy, Excellent writing and negotiation skills, Innovator, self-starter and ability to work independently.

Key responsibilities: Serve as a link between the Public Protector and overall administration branches of PPSA. Coordinate and proper management of international relations and Parliamentary Liaison – reports on international visits and Parliamentary interactions. Coordinate the management of media releases in accordance with the corporate plan – list of reports to be released by the Communications Team. Coordinate dashboard meetings – reliable updated SAM list. Oversee monitoring of

investigations, particularly special attention matters (SAM) and others assigned by the Executive Authority – track compliance with investigation plans timelines. Coordinate Public Protector Good Governance (PPGG) conference held in accordance with the corporate calendar. Coordinate stakeholder forums and collaboration follow-up with organs of states on actionable undertakings made and MOUs with stakeholders developed. Provide oversight to the monitors on implementation of remedial action schedule of compliance with Remedial action. Monitor and evaluate organisational performance against strategic objectives; coordinate the management of Executive Authority EXCO particulars and supporting materials within 7 days before meeting Monitor the development, publication and implementation of Public Protector Rules, promulgated, published, rolled out and implemented. Quality Assurance Management: Oversight that Quality Assurance investigation plans are referred /addressed to PP. Provide oversight on the management of Private Office staff and administrative process of the office. Budget Management and Office Assets management according to guidelines.

Enquiries: Mr G Tyelela @ tel 012 366 7079

MANAGER: FINANCIAL ACCOUNTING

(Ref: PPSA 10/18/3)

Location: Head Office, Pretoria

**All- Inclusive Salary Package Range: R826, 053.00 – R973, 047.00 per annum
(Permanent)**

Requirements: •A three-year National Diploma/B.Com degree or equivalent in Financial Management and Accounting. Advanced Accounting skills •Good knowledge of GRAP, financial management, budgeting •In-depth knowledge of the PFMA and other relevant legislation •Excellent communication skills (written and verbal) •Excellent computer literacy with a minimum of five(5) years' relevant experience of which at least three years should have been at a supervisory or management level.

Advantages: •Knowledge of SAP •Prior experience with public entities/constitutional institutions •Understanding of the Public Protector's mandate.

Competencies: •Strategic thinking •Problem solving •Analytical •Negotiation skills •Decision making •Communication on all levels •Initiative •Ability to generate reports •Result/quality innovation/continuous improvement driven •Research and development skills •Project management •Ethical conduct •Excellent interpersonal skills •Leadership capability •Ability to drive and lead change.

Key responsibilities: The successful candidate will be required to perform the following core functions: Ensuring and monitoring compliance with all internal policies and processes and transactions that have financial implications across all business units within the Public Protector South Africa (PPSA). Development and maintenance of financial management policies. The preparation of reports including the quarterly, interim and annual financial statements for use by both internal as well as external stakeholders (and to co-ordinate and facilitate the completion of reports where

required). Liasing with and facilitating the work of both internal audit and external audit and the different budget/cost-centres within the PPSA. Managing and resolving internal and external audit queries. Analyse Trial Balance and ensure accuracy of balances. Comply with PPSA month end processes. Manage and maintain accurate fixed asset register for the PPSA. Providing effective leadership, mentorship and management support for staff within the Financial Management unit, as well as other units within the Chief Financial Officer's cluster, as and when directed by the Senior Manager. Performing certain functions of the Senior Manager in his/her absence. Providing expert guidance on financial issues (including legislation, regulations, best practice as well as facilitating bench-marking with other public sector entities) to the following committees: audit committee; budget advisory committee; risk assessment committee; disposal committee; bid specification committee.

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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 undergo security clearance and vetting. Competency assessments will be conducted.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the 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 and 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, Coloured, Indians and Females will be given preference.

Please direct your application, stating the relevant reference number as follows:

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. Email applications can be forwarded to Applications@pprotect.org

Closing date: 26 October 2018