



**The following vacancy exist within the Public Protector South Africa at its
Head Office in Pretoria**

Senior Manager: Legal Services
Reference: PPSA 01/02/2018
All –Inclusive Package: R 1, 005 063.00 per Annum
Location: Head Office, Pretoria

Requirements: An appropriate LLB degree or four year law degree. Admission as an Attorney or an Advocate. A minimum of 8 years post qualification experience of which 5 years should be at managerial level in the legal field. At least 5 years relevant and practical experience in Administrative Law, Public and Constitutional Law, Law of Contract, Procurement laws, policies and prescripts, Labour Law, disciplinary and labour relations matters, including dealing with CCMA and Labour Court cases, Civil Litigation in the High Court and the Magistrates' Court. Drafting of contracts and contract management. Drafting of court papers, legal research, providing legal opinions and advice. Consultation with witnesses. Procuring attorneys and counsel, briefing and consulting with attorneys and counsel, Supervision of legal and administrative staff. Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration. Financial management and budgeting skills are essential.

Skills, Knowledge and Competencies: This position requires an individual who is professional, objective, neutral, and attentive to detail, accomplishes legal research and strategic thinker who possess exceptional writing skills, analytical skills and a willingness to travel extensively. Ability to work independently, well established leadership and interrelationship competencies and the ability to manage tight deadlines. Project management at strategic level. People development and empowerment. Communication (verbal and written) skills. Presentation skills. Client orientation and customer focus, Results-driven. A valid code 8 driver's license is prerequisite. Candidates will be subjected to a competency assessment.

Duties: Reporting to the Executive Manager- Corporate Services: the successful candidate will manage litigation by and against the PPSA. Ensure and facilitate the drafting, reviewing, vetting, negotiation and management of contracts, MOUs and agreements of the PPSA. Reviewing, vetting and quality assure investigation reports. Ensure the provision of general legal support services and advice in compliance with applicable legislation. Direct and manage the provision of core legal advice and services. Review and/or provide legal opinions, advice, contracts, and service level agreements. Ensure quality control and compliance with policies, procedures, regulations and standards. Deal with the legal aspects of disciplinary inquiries, labour disputes and litigation in labour related matters. Review and/or provide legal opinions and advise specifically relating to the investigations for which the PPSA is responsible and provide on-going support during investigations. Provide input/recommendations based on research findings and draft legislation. Provide legal counsel in litigation matters. Direct and manage administrative appeals. Represent the PPSA in various forums. Manage operational plans for the unit in line with the strategic plan of Public Protector South Africa.

Enquiries: Mr Gumbi Tyelela at tel. (012) 366-7263

Senior Investigator: Quality Assurance
Reference: PPSA 02/02/2019
All-Inclusive Package: R854, 577.00 per annum
Location: Head Office, Pretoria

Requirements: An appropriate LLB degree or a four year law degree qualification. A minimum of five (5) years post qualification experience in conducting investigations and doing quality assurance of documents. Three (3) years' experience must have been acquired in managerial positions. Prospective candidates must have experience in legal editing, drafting and vetting of contracts, legal research and providing legal opinions.

Skills, Knowledge and Competencies: This position requires an individual who is professional, service delivery orientated, who has the ability to conduct legal research, have exceptional communication skills, analytical skills and a willingness to work under pressure. Thorough knowledge of legislation and policies.

Duties and Responsibilities: Reporting to the Chief Operations Officer, the successful candidate will assist the COO in coordinating investigations. The candidate

will be expected to also quality assure all investigation reports within the organisation. Screen all draft investigation reports for submission to all governance structures and provide guidance on compliance with approved standards, policies and relevant legislation. Consolidate investigation reports as per prescribed format and timeframes. Check that investigative reports meet the reporting standards. Follow up on complaints and liaise with the officials handling them.

Enquiries: Mr Gumbi Tyelela at tel. (012) 366-7263

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. 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 Ms P Moota; 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: 08 March 2019