

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 promotion of Access to Information Act of 2000 and discharging other responsibilities as mandated by national legislation.

Vision Statement of the Public Protector South Africa

A trusted, effective and accessible Public Protector that rights administrative wrongs and consistently acts with integrity to ensure fair, accountable and responsive decision making good governance in all state.

Mission Statement of the Public Protector South Africa

To strengthen constitutional democracy in pursuit of our constitutional mandate by investigating, rectifying and redressing improper or prejudicial conduct in state affairs and resolving related disputes through mediation, conciliation, negotiation and other measures to ensure fair, responsive and accountable public sector decision making and service delivery.

INVESTIGATOR**Basic Salary:** R311, 784.00 Per Annum plus Benefits**Location:** KwaZulu Natal, Durban**(REF: PPSA 01/05/2016)**

Requirements: An LLB degree or equivalent legal qualification • A National Diploma in Policing, Forensic, Internal Auditing or other equivalent qualifications will be considered • Minimum three years' working experience as an investigator or in a related field • Good understanding of legislative prescripts that give mandate to Public Protector SA • Advanced computer literacy • Understanding of South African Public Services Administration • Knowledge and application of Case Management System (CMS) or other computer management system • A valid driver's licence and willingness to travel extensively • Fluency in English and other official language relevant to the Province/Region •

Skills: Knowledge of good governance • Excellent negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation • Knowledge of Case Management or similar computerised management system • Exceptional report writing • Project Management • Forensic investigation skills will be an advantage • Effective general management and administration skills in addition to above.

Competencies: Ability to timeously resolve queries and finalise investigations, and make recommendations to effectively address maladministration and correct service delivery failure • Legal research and interpretation • Production of high quality reports • Must have strong ability to initiate hearings, gather information and facts • The position requires individuals who are objective, impartial and possess initiative.

Key responsibilities and duties: Conduct Investigations on complaints relating to maladministration in state organs and parastatals, abuse or unjustifiable exercise of power or other improper conduct or undue delay by persons performing a public function, and any act or omission by persons in the employ of government which may result in improper prejudice to any person • Apply ADR mechanisms • Monitor recommendations of the Public Protector • Must have a strong ability to initiate hearings, gather information and facts • Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice.

Enquiries: Adv Mlandeli Nkosi at tel (031) 307 5300

STATE ACCOUNTANT: FINANCIAL ACCOUNTING**Basic Salary:** R211, 194.00 per annum plus benefits**Location:** Head Office, Pretoria**(REF: PPSA 02/05/2016)**

Requirements: A three-year qualification in Accounting, Economics or Public Management and 2-3 years' experience in Finance environment • Knowledge of PFMA, Treasury Regulations • Knowledge of financial processes, procedures and internal control systems • Computer literacy with sound knowledge of MS Office • Excellent written and verbal communication skills • Proactive and decisive under pressure • Solution-oriented • A Valid Driver's Licence.

Competencies: Computer literacy (MS Word and Excel) • Knowledge of Great Plains will be an added advantage • Communication and interpersonal skills • Ability to meet deadlines, exercise discretion and display initiative and integrity in dealing with financial matters • Knowledge of Public Service budgeting and budget control • Ethical conduct.

Key responsibilities and duties: Administer petty cash and reconcile bank accounts • Prepare and manage electronic payments • Capture all transactions onto the accounting system • Prepare monthly creditor's reconciliation and age analysis • Perform other duties as delegated by the manager Preparation of subsistence and travelling claims, check for the overall correctness, which include interalia calculations, allowances, expenditure that may be claimed and which may not be claimed as well as supportive documentation.

Enquiries: Mr Tshupo Khunou/Mr Solomon Maredi at tel. (012) 366 111/7146

TRAINEE INVESTIGATOR: QUALITY ASSURANCE (X2)**(12 Months Contract)****Basic Salary:** R5, 000 Monthly Stipend**Location:** Head Office, Pretoria • **(REF: PPSA 03/05/2016)**

The Public Protector SA (PPSA) seeks to urgently appoint 2 Trainee Investigators on a 12 months contract to help in clearing the backlog of investigations reports through quality assurance and editing. The prospective candidates are required to have appropriate relevant qualifications plus knowledge in editing legal/law publications including articles published in law journals.

Qualifications: Any Bachelor's Degree preferably in Law • An LL.M Degree will be an added advantage.

Skills, knowledge and competencies: Professional, objective and neutral • Attention to detail • Ability to conduct legal research • Holistic thinker • Good writing and editing skills • Analytical skills • Knowledge of Administrative and Constitutional Law.

Duties and responsibilities: Quality assurance of investigations reports in accordance the Public Protector SA approved format, structure and standards • Screening draft investigation reports in premises for the Think Tank and for adherence to Think Tank operational manual • Participate in the consolidation of investigation reports as per prescribed format and timeframes • Ensure responses/inputs made on reports are followed up with relevant investigators within set timeframes • Conduct possible legal research on investigative reports and ensure final editing of reports is completed • Ensure that investigative reports sent to the Public Protector by all Investigators meet the reporting standards and are of good quality.

Interested candidates should apply using a cover letter, a certified copy of South African identity document; A recent CV and certified copy of the completed qualification.

Enquiries: Mr Isaac Matlawe, at tel: (012) 366 7097.

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; 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 (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:

Applications for Head Office, Pretoria to be sent for the attention of: Mr T Khunou at Private Bag X677, Pretoria 0001, or **hand-deliver to:** Public Protector House, 175 Lunnon Road Hillcrest Office Park, Hillcrest, Pretoria.

Applications for KwaZulu Natal, Durban to be sent for the attention of: Ms E Saminathan at PO Box 4267, Durban, 4000, or **hand-deliver:** 22nd floor, Suite 2114, Commercial City Building, Durban.

Fax and e-mail applications will not be accepted.

CLOSING DATE: 10 JUNE 2016