

PUBLIC PROTECTOR  
SOUTH AFRICA**SENIOR MANAGER: EXECUTIVE SUPPORT**  
(REF: PPSA 01/02/2017)**All-inclusive salary package per annum:**  
R898, 743.00 – R1, 058 691.00  
**Location:** Head Office, Pretoria

**Minimum Requirements:** A 3 year National Diploma/ B degree in Public Administration, Business Administration/Management, Finance, Accounting or related field • A legal degree will be an added advantage • A minimum of 8 years relevant experience with 5 years of middle management experience of which 3 years must have in the role of providing support to the Executive Authority, Deputy Minister or Authority with similar responsibilities • Experience in supervising diverse staff, Experience in compiling and managing budgets, Excellent verbal and written communication skills • Advanced leadership skills, Excellent knowledge of interpreting concepts into operational activities • Knowledge of the PFMA, Treasury Regulations, Project Management Skills, Knowledge of Legislation and Regulations relevant to the Public Protector South Africa, Knowledge of functioning of government and parliament, Knowledge of HRM, SCM and Finance processes • Planning, Organising, project management, Analytical thinking and Problem solving skills • Ethical conduct, Accuracy, Excellent writing and reporting skills, Excellent negotiating skills, Innovator, Ability to work independently.

**Key Responsibilities: Reporting directly to the Public Protector, the incumbent will:** Provide Executive Support to the Office of the Public Protector and the Deputy Public Protector in order to enable effective oversight role of the Executive in the functioning of the whole institution • Provide administrative and office support to the Public Protector and Deputy Public Protector • Provide secretarial services in the Executive Office by developing, implementing and monitoring relevant strategies, policies, procedures, systems and Standard Operating Procedures (SOP), Manage information flow and correspondence in the Public Protector Office, Prepare and manage the budget of the Private Office, monitor expenditure and liaise with the Finance unit staff, Ensure compliance of the Private Office with supply chain processes • Responsible for performance management of staff in the Public Protectors Office • Coordinate and act as the Secretariat of Exco meetings, ensure preparation and coordination of agenda items and documents for discussions at Exco meetings, ensure taking, recording, safe record keeping, distribution and follow up on implementation of Exco decisions • Manage Think Tank processes, i.e. preparation, coordination and recording of meetings, ensure approval and implementation of decisions and remedial action on Think Tank Register • Develop and ensure implementation of the operational plan of the Public Protector's office • Conduct Research and source information for the Public Protector, Classify and synthesise information and documents for the Public Protector • Summarise and encapsulate information for the Public Protector and highlight important points • Observe Office Protocol at all times.

**Enquiries:** Mr G Tyelela, at tel: (012) 366 7079**SPOKESPERSON (REF: PPSA 02/02/2017)****All-inclusive salary package per annum:**  
R898, 743.00 – R1, 058 691.00  
(6 year fixed term employment contract linked to the term of the Public Protector)  
**Location:** Head Office, Pretoria

**Requirements:** A 3 year National Diploma/ B degree in Communications, Journalism, Public Relations or related field • A minimum of 8 years relevant experience with 5 years of middle management experience of which 3 years must have been in the role of Spokesperson of an Executive Authority, Deputy Minister or Authority with similar responsibilities with proven track record • Competencies and Skills • A dynamic, driven, outcomes oriented individual with excellent communication and interpersonal skills • Ability to identify issues relevant to the Institution and the ability to write to an excellent standard • Excellent organisational and analytical skills are essential, along with Computer Literacy • Ability to communicate in more than one language is preferred, whilst the ability to work under pressure and meet deadlines is vital • Be prepared to work long and irregular hours, be committed to the principles, policies and programme of action of Public Protector South Africa and have a positive, attitude • Ideally, you will be a systematic self-starter who displays excellent attention to detail, takes initiative and strives to improve own performance.

**Duties:** Reporting to the Public Protector • Provide support to the Public Protector and facilitate faster and improved service delivery through media engagement strategies and stakeholder liaison • Drive issues through the communication and maintain and improve relations with the media • Establish and maintain a positive media profile of the Public Protector • Improve relations between the Public Protector and the media • Daily media monitoring and analysis in order to respond intelligently and rapidly to issues that affect the Public Protector • Plan and oversee quarterly media briefings • Participate in collective planning around communication and give media support • Communicate the Public Protector's message to all relevant media • Conduct research for the Public Protector on issues pertaining to the mandate of the organisation, Build relationships with stakeholders, manage media relations, partake

in content and speechwriting, draft reports, and ensure accurate response to media enquiries.

**Enquiries:** Mr G Tyelela, at tel: (012) 366 7079**CHIEF INVESTIGATOR: GOOD GOVERNANCE AND INTEGRITY (REF: PPSA 03/02/17)****All-inclusive salary package per annum:**  
R898, 743.00 – R1, 058 691.00  
**Location:** Head Office, Pretoria

**Requirements:** An appropriate 4 year legal qualification or equivalent legal qualification • A minimum of 8 years' experience as an Investigator • 5 years of which must have been in managerial/supervisory position • A valid driver's license • Advanced computer literacy • Knowledge and application of Case Management System (CMS) • Project Management and Administration • This position requires individuals who are objective, neutral, initiative, possess strong leadership qualities and willingness to travel extensively • The person must have an investigation or research background • To report to Executive Manager: Good Governance and Integrity. **Experience:** Forensic Investigations • Strategic Planning and implementation capabilities. **Skills:** Investigation skills/Research skills • Interviewing skill, knowledge of good governance, High level of Negotiation skills, Alternative Dispute Resolution (ADR), Research skills, Analytical Skills, Interpretation Skills and Case Management • Exceptional report writing skills • Effective Management skills • To make and take bold decisions. **Competencies:** Research/Investigation techniques • Interpret Law • Produce high standard reports • People and Financial Management • Project Management. **Knowledge:** Practical knowledge of legislative framework to the Public Protector especially the Constitution of South Africa, Public Protector Act, the Executive Members' Ethics Act • Public Finance Management Act and State Administration.

**Key Responsibilities:** Manage Investigators in the unit on Investigations and Performance Management • Identify maladministration in state organs and parastatals, investigate, make recommendations and monitor recommendations of the Public Protector • Must have strong ability to initiate hearings, gather information and facts • Must be able to deal with complaints, resolve, rectify and report maladministration • Make presentations and negotiate on behalf of the Public Protector on high standards without fear, favour or prejudice • To act as the Executive Manager: Good Governance & Integrity whenever required and as requested.

**Enquiries:** Mr. S. Maredi, at tel: (012) 366 7146**ADMIN ASSISTANT: GGI (REF: PPSA 04/02/17)****Basic salary:** R171 069.00 per annum plus benefits  
**Location:** Head Office, Pretoria

**Requirements:** A three year qualification in Public/ Office Administration, Secretarial services, Business Management or equivalent qualification • At least three years relevant experience in office administration • **Proficiency in the following software packages is essential:** MS Word, MS Excel, MS PowerPoint, Case Management System, e-mail and internet. Valid driver's license. **Competencies:** Good organizing skills • Reliable and hardworking • Good communication skills • Good interpersonal relations • Accuracy. Report writing skills and Attention to details. **Duties:** Perform basic secretarial and administrative functions • Handle basic financial administration, procurement and personnel administration matters in the provincial office, including the processing of claims and payments • Typing, faxing, copying and filing of documentations • Handle the maintenance and acquisition of equipment • The successful candidate will be required to perform Registry functions • Perform other duties as requested by the supervisor from time to time.

**Note: Applicants may be required to undergo practical assessment (a typing, presentation, etc.)**

**Enquiries:** Mr. S. Maredi, at 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; 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 and residing in the respective Province the post is located.**

**Preference will be given to Employment Equity candidates (Disabled, Females, Coloureds and Indians).**

**Please direct your application, stating the relevant reference number as follows:** Head Office, Pretoria for the attention of Mr. P. Monama; Private Bag X677, Pretoria 0001 or **hand-deliver to:** Public Protector House, 175 Lunnon Road Hillcrest Office Park, Hillcrest, Pretoria.

**Please note that e-mailed and faxed applications will not be accepted.**

**CLOSING DATE: 24 FEBRUARY 2017**