

V A C A N C Y

C H I E F E X E C U T I V E O F F I C E R

5-Year Fixed Term Contract Based on Performance Enhancement and Accountability System

Location: **Head Office, Pretoria**

Reference: **PPSA 02/12/2020**

Basic salary: **Negotiable**

Requirements:

An appropriate NQF Level 7 qualification obtained from a recognised and registered tertiary institution • A Master's degree in Business Administration or Law degree will be an added advantage • Ten (10) years appropriate working experience of which five (5) years must have been at least at the level of DDG in Public Service or Deputy CEO or equivalent in the Private Sector • Strategic planning skills and experience in conducting organisational effectiveness and efficiency reviews • Proven record in turning institutions around • Understanding of Corporate Governance Prescripts-King III Principles and best practices • A track record of commitment to Good Governance and successful leadership of performance driven institutions • Knowledge of Public Service prescripts and legislations in Strategic Financial Management • Auditing practices • The Public Finance Management Act (PFMA) and Treasury Regulations • Understanding of Government-wide monitoring and evaluation framework • People management and empowerment • A valid driver's licence.

Skills, Knowledge and Competencies:

This position requires an individual who has service delivery innovation skills • Change management skills and experience • Project management • Knowledge of the Case Management System • Skills and experience in leading and managing diverse teams • Excellent skills in computer packages • Proficiency in at least two African languages is a prerequisite • Good verbal and written communication skills and ability to liaise with staff at all levels • Customer orientation • Ability to effectively collaborate with all stakeholders • High ethical standards • Ability to effectively collaborate with all stakeholders • High ethical standards • Ability to analyse information and data • Attention to detail • Innovation • Good understanding of investigations and reporting • Practical understanding of Performance Management Systems • Advanced management and leadership skills • Commitment to achievement of vision and quality work • Ability to provide clear strategic direction and sense of purpose to the organisation • Sound knowledge of strategic planning for the organisation • Research skills • Analytical and problem solving skills • Good interpersonal skills and ability to inspire staff morale • Good drafting and report writing skills.

Key Duties and Responsibilities:

As Accounting Officer, the incumbent will report to Public Protector and the appointed candidate's responsibilities will include: Ensuring the achievement of strategic goals and adherence to institutional values • Facilitation of annual review of organisational strategic plan and annual plans • Overseeing functional and operational plans and aligning them with strategy • Driving the performance enhancement and accountability system of the organisation and ensuring strategic performance reporting • Developing the institutional budget and aligning it with the strategic plan and approval by Executive Committee (EXCO) • Leading Public Protector South Africa core and support functions in line with legislation – the Constitution, the Public Protector Act, the PFMA and driving compliance with relevant legislation for efficiency and quality of investigation processes and standards • Facilitating business process engineering to ensure the efficiency of key processes • Taking measures to ensure managerial best practice and evaluate legislative compliance regarding Human Resource Management and Development, and Supply Chain Management • Information Technology • Facilities Management • Financial Management • Communication and Outreach • Leading and monitoring the process of policy development and implementation and ensuring compliance with relevant policies and statutory prescripts • Ensuring Corporate Governance in line with King III Principles and best practice legislative and policy prescripts • Overseeing the overall security of the institution and implement the Minimum Information Security Standards (MISS) • Managing International Relations and Parliamentary Liaison • Developing and improving systems of internal controls to achieve clean audit opinions • Planning and monitoring expenditure patterns in line with strategy budget • Leading the risk management process to ensure that risks are identified, monitored and reduced for achievement of strategic goals.

Enquiries:

Mr Gumbi Tyelela on **(012) 366-7263**

Applications to be sent for the attention of Mr T. Khunou, Private Bag X677, Pretoria 0001
or hand-delivered to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest, Pretoria
or Email: TshepoK@pprotect.org

CLOSING DATE: 10 DECEMBER 2020



PUBLIC PROTECTOR
SOUTH AFRICA

Accountability • Integrity • Responsiveness
Justice • Good Governance