



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

CHIEF OPERATIONS OFFICER

(Ref: PPSA 04/03/2020)

Location: Head Office, Pretoria

Remuneration Package: Negotiable

(5 -year fixed term contract position)

Requirements: Postgraduate qualifications in Law or equivalent qualification, Preferably a Master's Degree in Law, Business Administration, Economics, Operations Management. Admitted Attorney, Advocate or a combination of the two. A minimum of 10 years' related experience of which 5 years should be at Executive Management or 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 7263

CLOSING DATE: 30 April 2020 @16:30

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.

To apply, please visit our website www.publicprotector.org for full details on this post. 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.

People with Disabilities, Coloured, Indians and Females will be given preference.



Please direct your application, stating the relevant reference number to:

E-mail: Applications@pprotect.org