



*The following vacancy exists within the Public Protector South Africa.*

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## **MANAGER: CEO SUPPORT**

**Reference: PPSA 5/72020)**

**Location: Head Office, Pretoria**

**Remuneration: R733, 257.00 all-inclusive package per annum**

**Requirements:** Bachelor's degree (preferably with Business Management/Public Management) is required• A Postgraduate qualification in Public Management/Business Management or Office Management will be an added advantage• A minimum of 5 years relevant work experience is required of which 3 years must have been in support role of Senior Executive• A valid driver's licence and own transport• Sound understanding and working experience in Office Management, administration and support.

**Skills, Knowledge and Competencies:** Knowledge of the PFMA, Treasury Regulations and other relevant Legislative Frameworks is essential• Be able to use Ms Suite (Word, Excel, PowerPoint, Publisher, Outlook, Access and Projects• Detail oriented, able to track and organize information and data• Communicates effectively to ensure projects are handled successfully• Excellent interpersonal and communication (both written and oral) skills• Demonstrating outstanding ability to correspond with colleagues, internal and external customers• Excellent presentation skills to audiences at all levels• Strong relationship building skills• Ability to manage many tasks at once, work against short deadlines and to remain calm and focused• Project Management skills • Excellent Organisational skills, with experience of planning own workload to meet deadlines.

**Key responsibilities and duties:** • Establish and maintain all administrative processes and systems in the CEO's Office• Establish and maintain systems and processes for the tracking, monitoring and evaluation of the implementation of all documents and Administration in the CEO's Office• Co-ordinate, facilitate and undertake the processes for writing, submissions, reports and presentations for the CEO• Co-ordinate and provide Secretariat duties to CEO meetings and committees• Manage the office of the CEO and coordinate the workflow in the office of CEO• Create and maintain a records and document management system for the Office of the CEO• Liaise with management to inform them of any instructions the CEO wants to be carried out• Undertake any

reasonable duty as requested by CEO• Practice sound labour relations within the approved conditions of service with regard to PPSA staff• Promote and maintain a positive working relationship between the unit and the entire PPSA •Assist in the preparation of the CEO's Office budget and monitoring and tracking of expenses• Ensure compliance and adherence to PPSA procurement processes both internally and as related to service providers• Assist in providing regular feedback to the CEO regarding operational responsibilities• Ensure that proper record keeping (statistics) are retained and updated regularly and prepare and submit statistical/statutory reporting as appropriate• Prepare weekly, monthly and quarterly reports to the CEO or other statutory bodies.

**Enquiries: Mr T Khunou @ tel (012) 366 7031**

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**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. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

**All successful candidates will have to undergo security clearance and vetting.**

The Public Protector South Africa reserves the right not to fill the vacancy.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 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 will be given preference.**



Please direct your application for the attention of Ms P Moota by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

**Closing date: 07 August 2020 @ 16:30pm**