



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

INDEPENDENT AUDIT COMMITTEE MEMBERS X3

(1x Chairperson, Ref: PPSA 01/11/2020) and (2x Members, Ref: PPSA 02/11/2020)

Remuneration will be paid in accordance with Treasury Regulation 20.2.2.

(3 year contract)

The Public Protector South Africa seeks three (3) independent suitably qualified persons with knowledge of financial accounting, internal audit, risk management, human rights legislation, PFMA and information technology to serve on the Audit Committee.

Requirements: BCom/LLB Degree or equivalent qualification. Any of the following qualifications, MBA/CIA/CA is required. Experience in any of the following fields: Financial Accounting, Governance, Legal, Internal Auditing, Risk Management and Information Technology. Professional membership of a recognised profession will be an added advantage. Three (3) years' experience in serving as an Audit Committee Member, Risk Management Committee or governance structure in a public sector institution.

Competencies: Expertise in either of the following areas: Internal and External Auditing, Accounting, Legal Services, Risk Management, Information and Communication Technology (ICT) and Corporate Governance. The member must possess the following qualities: Independence and Integrity, Objectivity, Willingness to dedicate time to the Audit Committee activities and Communication skills.

Key responsibilities: As an Advisory Committee to the Accounting Officer in terms of the Public Finance Management Act, the Audit Committee will:

- Review the coordination of audit efforts to ensure the completeness of coverage and promote the effective use of financial resources
- Review the adequacy and effectiveness of the organisation's internal controls, including computerised information systems control and security, the quality of financial and other management information produced to ensure integrity and reliability, as well as any related significant findings and recommendations of internal and external auditors, together with Management's response thereto
- Examine and review annual financial statements before final approval thereof
- Review compliance with all regulatory and other related requirements
- Review any significant incidents of suspected criminal or irregular nature.

Term of office: Appointment will be for a period of 3 years, but may be subject to renewal at the discretion of Public Protector South Africa. Appointment will be supported by applicable terms of references and contract.

Enquiries: Mr G Tyelela @ tel 012 366 7263

LEGAL ADVISORS X2

Ref: PPSA 03/11/2020

Location: Head Office (Pretoria)

Remuneration: **R376, 596.00 0- R454, 920.00** basic salary per annum plus benefit
(Permanent)

Requirements: LLB degree or an equivalent four year law degree with a minimum of 3 years post qualification experience in the legal field and admission as an Attorney or Advocate. Right appearance in the High Court will be an added advantage. Proven practical experience in Administrative Law, Public and Constitutional Law, Law of Contract, Procurement Laws, Policies and Prescripts, Labour Law, Disciplinary and Labour Relations matters, including dealing with CCMA and Labour Court cases, Civil Litigation in the High Court and the Magistrates' Court. Drafting of contracts, Drafting of court papers, legal research, providing legal opinions and advice.

Skills, Knowledge and Competencies Required: Excellent Verbal and Written Communication skills. Dispute resolution skills. Legal Administrative, Report Writing and Records Management. Legislative Interpretation and Review. Hardworking, Independent, ability to work under pressure and manage tight deadlines. Ethical conduct. Client orientation and customer focus. Results-driven. Ability to research and write legal opinions and affidavits and give advice to internal and external stakeholders. Investigation and quality assurance skills are essential. Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration. Knowledge of Court processes. This position requires an individual who is professional, objective, neutral, and attentive to detail

Duties: The incumbent shall report to the Manager: Legal Services. Assist with managing litigation by and against the PPSA. Provide legal administrative support, regular legal updates to the entire PPSA Branches to ensure compliance with legislation. Advice on the drafting, reviewing, vetting contracts, MOUs and agreements of the PPSA. Assist with reviewing, vetting and quality assuring investigation reports. Assist with reviewing and/or providing legal opinions and advise specifically relating to the investigations for which the PPSA is responsible and provide on-going support during investigations. Provide input/recommendations based on research findings and draft legislation. Assist with the drafting of contracts and contract management. Assist with the drafting of court paper, legal research, and advice. Consultation with witnesses. Assist with managing the resolution of legal disputes which includes representing PPSA arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Assist with

procuring Attorneys and Counsel, briefing and consulting with Attorneys and Counsel including the preparation of court documents. Substitute and / or represent the Manager: Legal Services whenever he/she is, for any reason, unavailable to perform the functions of the Legal Services Unit or where multiple services are simultaneously required from the Legal Services Unit.

Enquiries: Mr TM Sithole @ tel 012 366 7162

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 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 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 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, stating the relevant reference number as follows:

For the attention of **Mr T Khunou** by email to Applications@pprotect.org

Closing date: 13 November 2020 at 16:30