



The following vacancies exist within the Public Protector South Africa.

Senior Investigators (2 posts) (Permanent)

Location: Gauteng (Johannesburg), Reference: PPSA 01/06/2020

Location: Mpumalanga (Nelspruit), Reference: PPSA 02/06/2020

Remuneration: R899 016.00 all-inclusive salary package per annum

Requirements: • A recognised Law degree (LLB, BA Law, B Proc, B Juris etc.) • A minimum of five years' investigation experience. • Good understanding of legislative prescripts that give mandate to Public Protector South Africa • Training on and good understanding and experience in the application of Microsoft Office applications • Understanding of South African Public Services Administration • Good understanding of the principles of governance and administration in the public sector, Good understanding and knowledge of public procurement law. Knowledge and application of Case Management System (CMS) or other computer management system • Knowledge and understanding of financial management system (forensic audit). A valid driver's license and willingness to travel extensively • Fluency in English and other official language relevant to the Province/Region.

Experience: Investigations including Forensic Investigations. Report writing. Supervisory experience will be an added advantage.

Skills: • Interviewing skills • Knowledge of good governance • High level of negotiation skills • Alternative Dispute Resolution (ADR) • Research skills • Case Management • Proven Advanced report writing skills.

Competencies: Interpretation of legal prescripts, produce high quality reports.

Key responsibilities and duties: • Conduct investigations on complaints relating to: Maladministration in state organs and parastatals, Abuse or unjustifiable exercise of power or other improper conduct or undue delay by persons performing a public function, and any act or omission by persons in the employ of government which may result in improper prejudice to any person • Apply ADR mechanisms • Participate in resolving all systemic administrative deficiencies or interventions relating to service delivery and

incidents of maladministration and corruption • Must have strong ability to initiate hearings, gather information and facts • Monitor and evaluate the work of investigators • Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice • Supervise staff.

Enquiries: Gauteng, Johannesburg, Ms W Manyathela @ tel (011) 492 2807

Enquiries: Mpumalanga, Nelspruit, Mr B Sithole @ tel (013) 752 8543

Manager: Legal Services (Permanent)

Location: Head Office (Pretoria), Reference: PPSA 03/06/2020

Remuneration: R733, 257.00 all-inclusive package per annum

Requirements: An LLB degree or a law degree with a minimum of 5 years post qualification experience of which at least 3 years should be at a supervisory level in the legal field. Admission as an Attorney or Advocate. 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, Court Rules and Criminal Procedure.

Skills, Knowledge and Competencies: Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration. Financial management and budgeting. Investigation and quality assurance skills are essential. This position requires an individual who is professional, objective, neutral, and attentive to detail, an accomplished legal researcher who possess exceptional writing skills, analytical skills and a willingness to travel extensively. Knowledge of administrative process and procedure with regard to the functioning of administrative bodies and organs of state. Strong communication skills. Dispute resolution skills. Client orientation and customer focus, Results-driven. An ability to manage tight deadlines. An ability to think independently and drive projects. Ability to research and write legal opinions and give advice to internal and external stakeholders. Ability to draft affidavits and legal documents. An ability to drive litigation and manage the legal process.

Duties: Manage litigation by and against the PPSA. Ensure and facilitate the drafting, reviewing, vetting, negotiation and management of contracts, MOUs and agreements of the PPSA. Reviewing, vetting and quality assure investigation reports. Ensure the provision of general legal support services and advice in compliance with applicable legislation. Manage the provision of core legal advice and services. Review and/or provide 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. Drafting of

contracts and contract management. Drafting of court papers, legal research, providing legal opinions and advice. Consultation with witnesses. Procuring attorneys and counsel, briefing and consulting with attorneys and counsel. Supervision of staff. Manage litigation on behalf PPSA from inception, including the preparation of court documents and briefing of counsel. Manage administrative appeals and reviews. Represent the PPSA in various forums. Manage operational plans for the unit in line with the strategic plan of Public Protector South Africa.

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

ICT Technician (6 Months Contract)

Location: Head Office, Pretoria, Reference: PPSA /04/06/2020

Remuneration: R 208, 584.00 per annum, plus 37% in lieu of
Benefits

Requirements: An appropriate 3-year diploma in Information Technology/System Support or any relevant ICT certification • Fluency in English and other official language relevant to the Province/Region. One (1) year experience in ICT support in a similar role.

Competencies: Advanced computer literacy. Ethical conduct. Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers. Analytical and organisational skills. Customer Orientation/Focus. Ability to manage many tasks at once and work against short deadlines. Attention to detail. Initiative. Ability to maintain a high level of confidentiality

Key responsibilities and duties: Preparation, installation and issuing of new ICT equipment. Install and update Software (e.g. Microsoft Office) on User machines (laptops/desktops). Troubleshoot user issues with business systems access and connectivity. Troubleshoot and resolve user issues on IT systems. Logging of calls with different suppliers. Reconnect/Activate emails that are not functioning. Reduce turnaround time in resolving reported incidents and problems as stipulated in the Incidents and problems Management Procedure manual. Ensure the right hardware and software specifications of IT and related equipment are procured from 3rd party suppliers, and ensuring all default configurations are as per business requirements. Connecting desktops and laptops to the network, Activate and terminate user profiles. Transferring data from old to new workstations. Compliance with IT governance on logical security and anti-virus. Installations and configuration of local and network printers / scanners. Provide ICT support to PPSA Head Office, Provincial and Regional offices. Ensure proper management of ICT assets. Provide helpdesk support. Support VPNra remote access technology. Support virtual platforms such as Cisco Webex and Microsoft Teams.

Enquiries: Mr. P Laka @ tel (012) 366 7142

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, Coloured and Indians will be given preference.



Please direct your application, stating the relevant reference number as follows:

Head Office, Pretoria for the attention of **Mr T Khunou** by email to Applications@pprotect.org

Gauteng, Johannesburg for the attention of **Ms L Mthembu** by email to Applications@pprotect.org

Mpumalanga, Nelspruit for the attention of **Ms V Shongwe** by email to Applications@pprotect.org

Closing date: 12 June 2020 at 16:30