



*The following vacancies exists at the Public Protector South Africa*

### **AUDIT COMMITTEE MEMBER**

(3 Year Contract)

(Ref. PPSA 01/09/2019)

Remuneration will be paid in accordance with Treasury Regulation 20.2.2.

The Public Protector South Africa seeks one (1) independent suitably qualified person with knowledge of financial accounting, internal audit, risk management, human rights legislation, PFMA and information technology to serve on the Audit Committee.

**Requirements:** BCom Degree or equivalent qualification. An MBA/CIA/CA/LLB qualification would be an added advantage. 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.

Experience in serving as an Audit Committee Member or governance structure in a Government institution will be another advantage.

**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 and remuneration:** 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 Gumbi Tyelela, tel. (012) 366-7263**

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### **PROVINCIAL REPRESENTATIVE**

(Permanent)

(Ref: PPSA 02/09/2019)

Location: Eastern Cape, Bhisho

All inclusive package: R1, 285 158.00 per annum

**Requirements:** • A recognised Law degree (LLB, BA Law, B Proc, B Juris etc). A post graduate qualification in Law, forensic investigation, Public Administration will be an added advantage. Eight (8) years' relevant work experience, of which 5 years should have been at Management level • Advanced communication skills • Proven drafting and report-writing skills • The ability to work long hours and under pressure • Ethical conduct • Integrity • Service delivery/Customer orientation • Innovative • A valid driver's licence is compulsory • Attention to detail • Experience in a service delivery environment will be an added advantage e •

**Knowledge and skills:** Computer literacy • Excellent people skills and interpersonal relations • Report writing skills • Excellent leadership and management skills • Knowledge of the functioning of State institutions/organs of State, Government and Parliament • Analytical skills • Drafting, Interpretation and Research skills • Problem solving skills • Good Communication skills • Planning and Organising skills • Networking skills • Strategic Planning • Financial management skills • Working knowledge of the PFMA.

**Key responsibilities:** The successful candidate's main task will be to represent the Public Protector in the Province and to give strategic direction and leadership to the Eastern Cape Provincial Office and all strategic objectives. The appointee will: • Manage and report on investigations and Carryout Outreach, Education and Communication in the Regional and Provincial Office. • Implement the strategic, business and annual performance plans of the Public Protector South Africa • Implement, monitor, evaluate and improve Administrative Justice and Service Delivery, Complaints and Stakeholder Management and Good Governance & Integrity components • Manage Facilities, Human Resources, Recruitment, Supply Chain, Finance, Leave Administration, Asset Management, Occupational Health and Safety. • Establish and strengthen relationships with state institutions and departments in the Province • Ensure quality control and assurance regarding the functions of the provincial office • Guide and supervise Senior Investigators and Investigators, and monitor workload and management of complaints • Liaise and collaborate with Chapter 9 institutions and other stakeholders • Supervise and conduct complex investigations • • Conduct legal research • Conduct quality assurance on all investigation reports

**Enquiries: Mr G Tyelela @ tel (012) 366 7263**

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## **SENIOR MANAGER: SECURITY MANAGEMENT**

(Permanent)

(Ref: PPSA 03/09/2019)

Location: Head Office, Pretoria

All-inclusive salary package: R1, 057 326.00 per annum

**Requirements:** Degree in Security Management or any relevant qualification. A minimum of 8 years' relevant experience with 5 years of middle management experience. Extensive working Knowledge of applicable legislative and regulatory framework. Knowledge of National Information Security Policy. Knowledge and experience in anti-corruption measures and related matters • Knowledge of security and Minimum Information Security Standards (MISS) • Knowledge of physical, personnel, document, communication and IT security. Knowledge of principles of security investigations. Knowledge of monitoring and evaluation principles. Knowledge of vetting process. Sound knowledge of Public Finance Management Act, Treasury Regulations, Access to Information Act.

**Skills:** Good verbal and written communication skills. Good inter-personal relations skills. Planning, analysis, conceptualizing and problem solving skills. Project management. Facilitation skills. Customer relations management skills. Analytical and quantitative skills; Interpretation of legislation; Policy analysis and development; Decision making; Negotiation; People Management. Strategic development, direction, planning and management. Policy analysis and development; Report Writing; and Conflict management. Supervisory skills. Valid driver's license.

**Duties:** Manage all Security Awareness programmes. Develop and ensure the maintenance of security awareness programme. Develop and ensure the implementation of Security Policies and Standards. Initiates corrective/ disciplinary steps in cases of non-adherence to the security policy. Provide advice and guidance with regards to security policies and standards. Liaise regularly with SSA for advice, assistance and information security. Develops and maintains a security training capacity for the organisation. Manage and administer all security contracts. Ensure the administration of personnel information security. Manage, monitor and evaluate security service provision in the Public Protector South Africa. Ensure that Threat Risk Assessment and Security audits are conducted and reports are compiled. Ensure the effective, efficient supervision of staff and economical utilization of allocated resources. Monitor, evaluate and report on the performance of the staff. Ensure proper utilization and safe guard of Assets. Investigate and report on security breaches. Provide framework guidelines on classification and categorization of sensitive classified information. Coordinate the executive protection and facilitate the security of all events undertaken by PPSA.

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

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## **SENIOR INVESTIGATOR: GOOD GOVERNANCE AND INTEGRITY**

(Permanent)

(Ref: PPSA 04/09/2019)

Location: Head Office, Pretoria

All-inclusive salary package: R899, 016.00 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 SA with emphasis on the Executive Members' Ethics Act and Protected Disclosures Act • 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 licence 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: Mr R Mataboge @ tel (012) 366 7015**

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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 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; 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.

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.**



Suitably qualified candidates should forward a detailed CV accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document) to [Applications@pprotect.org](mailto:Applications@pprotect.org) OR hand deliver to 175 Lunnon Road Hillcrest Office Park, Hillcrest, Pretoria, 0083.

**CLOSING DATE: 27 SEPTEMBER 2019**

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