



## SENIOR MANAGER: RISK MANAGEMENT

SALARY: R864 177.00 P.A. (ALL-INCLUSIVE PACKAGE)

LOCATION: HEAD OFFICE, PRETORIA • REF: PPSA 01/09/15

**Requirements:** • An appropriate 3-year tertiary qualification in the field of Risk Management, Internal Audit or equivalent, a post graduate qualification will be an added advantage • A minimum of 8 years' experience within a risk management environment, preferably within the public sector or public entity • At least 5 years' experience in a middle management position • Extensive experience and exposure to risk management, corporate governance, compliance and regulatory environment • Knowledge of the PFMA, Treasury Regulations and other relevant legislative

frameworks is essential • Sound understanding and working experience of Enterprise Risk Management practices and philosophy, including the design and implementation of processes and systems • Project management skills • Ability to maintain a high level of confidentiality.

**Key responsibilities:** • Develop, maintain and implement a risk management framework, risk policy, risk strategy and risk management plan • Facilitate risk identification processes and assessment to develop and ensure the implementation of risk management strategies • Monitor and review the implementation of risk management processes to ensure the proactive assessment of the current state of controls and alignment of risk management processes with organisational strategies and performance management systems • Facilitate the evaluation of financial risks and recommend corrective financial controls that will ensure effectiveness and efficiency • Coordinate risk working committee meetings • Develop and ensure the implementation of a fraud policy, fraud prevention strategy and fraud prevention plan.

Enquiries: Mr Tshepo Mokoena, tel. (012) 366 7031.

## INVESTIGATOR

SALARY: 289 761.00 P.A. PLUS BENEFITS

LOCATION: MPUMALANGA, NELSPRUIT • REF: 02/09/2015

**Requirements:** • An LLB degree or equivalent legal qualification • A National Diploma in Policing, Forensic, Internal Auditing or other equivalent qualifications will be considered • Minimum three years' working experience as an investigator or in a related field • Good understanding of legislative prescripts that give mandate to the Public Protector SA • Advanced computer literacy • Understanding of South African Public Services Administration • Knowledge and application of Case Management System (CMS) or other computer management system • A valid driver's licence and willingness to travel extensively • Fluency in English and other official language relevant to the Province/Region.

**Skills:** • Knowledge of good governance • Excellent negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation • Knowledge of Case Management or similar computerised management system • Exceptional report writing • Project Management • Forensic investigation skills will be an advantage • Effective general management and administration skills in addition to the above.

**Competencies:** • Ability to timeously resolve queries and finalise investigations, and make recommendations to effectively address maladministration and correct service delivery failure • Legal research and interpretation • Production of high quality reports • Must have strong ability to initiate hearings, gather information and facts • The position requires individuals who are objective, impartial and possess initiative.

**Key responsibilities:** • 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 • Monitor recommendations of the Public Protector • Must have a strong ability to initiate hearings, gather information and facts • Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice.

Enquiries: Mr Botromia Sithole, tel. (013) 752 8543.

## OUTREACH OFFICER

SALARY: R289 761.00 P.A. PLUS BENEFITS

LOCATION: MPUMALANGA, NELSPRUIT • REF: 03/09/2015

**Requirements:** • Appropriate three-year National Diploma in paralegal or equivalent • Three years' relevant working experience in Outreach, Public Relations, Communications Public Administration and Marketing • Good understanding of legislative prescripts that give mandate to the Public Protector SA • A valid driver's licence.

**Competencies, skills and knowledge** • Negotiations and networking skills • Excellent interpersonal skills • Communication, facilitation and presentation skills • Planning and organising skills • Problem solving skills • Adequate computer literacy • Basic knowledge and understanding of Alternative Dispute Resolution, Logistics and Event Management • Ability to work under pressure, to motivate and communicate with people at all levels and to act independently in a team • Service delivery and customer oriented • Professional and self-motivated.

**Key responsibilities:** • Promote awareness and access to the Public Protector's Office • Assist with the development and implementation of the Outreach Programme • Establish, maintain and service clinics • Liaise with relevant stakeholders to do preparations for Outreach activities • Responsible for Logistics and Events Management of Outreach, Education and Communication • Assist with stakeholder management and collaboration • Assist in the evaluation and impact assessment of Outreach Education and Communications activities • Assist in the development and implementation of the Communications strategies • Promoting and marketing the Public Protector's Office's services to communities • Establish networks to assist in implementing the Outreach Programme • Provide logistical support in respect of Outreach activities • Conduct clinics, information sessions and workshops on the mandate of the Public Protector's Office • Advise complainants on the Public Protector's Office's processes and procedures • Compile, collate and submit monthly, quarterly and annual statistical reports on outreach and communication activities • Perform ad hoc tasks and serve in committees as and when required • Responsible for files, office furniture, and other state assets under the control of the incumbent.

**Note:** Applicants may be required to undergo practical assessment (driver test, presentation, etc.)

Enquiries: Mr Botromia Sithole, tel. (013) 752 8543.

## SUPPLY CHAIN MANAGEMENT PRACTITIONER

SALARY: R196 278.00 P.A. PLUS BENEFITS

LOCATION: HEAD OFFICE, PRETORIA • REF: 04/09/2015

**Requirements:** • Appropriate B degree or 3 year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification • 2–3 years' experience in a Supply Chain Management environment • Knowledge of SAP or equivalent Procurement System • Proven knowledge of supply chain management processes and procedures combined with working experience in Treasury Regulation, PFMA, PPPFA and B-BBEE (Practice Notes and Code of Conduct for SCM Practitioners) • Computer literacy (MS Word, Outlook and Excel) • Ability to work under pressure • Good communication and interpersonal skills (ability to communicate at all levels, written and verbal) • Analytical problem-solving skills • Attention to detail • Ethical conduct.

**Key responsibilities:** • Be involved in the administrative process of demand, acquisition and logistics • Render administration of suppliers' database • Capture requisitions • Source quotations for goods and services from suppliers listed on the database • Ensure that goods and services are obtained from suppliers who scored the highest points according to the PPPFA • Generate purchase order and receive deliverables of purchase • Follow up on outstanding purchase orders • Administer all activities pertaining to bid administration • Render administration and provide administrative support to the Bid Committees.

Enquiries: Ms N. Nemosimbori, tel. (012) 366 7014.

**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. Correspondence will be limited to short-listed candidates. Should you not be contacted within 3 months after the closing date, please consider your application to be unsuccessful.

To apply, please visit our website [www.publicprotector.org](http://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, Coloureds, Indians and Females will be given preference.**

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

**Applications for Head Office, Pretoria posts** to be sent for the attention of Mr T. Khunou, Private Bag X677, Pretoria 0001 or hand-delivered to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest, Pretoria.

**Applications for Mpumalanga, Nelspruit posts** to be sent for the attention of: Ms V. Shongwe at P O Box 3373, Nelspruit, 1200 or hand delivered to: Pinnacle Building, Suite 101, 1 Parkin Street, Nelspruit.

**Please note that e-mailed and faxed applications will not be accepted.**

**Closing date: 02 October 2015.**