



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

CHIEF EXECUTIVE OFFICER

Reference: PPSA 01/01/2020

**5-Year Fixed Term Contract Based on Performance Enhancement and
Accountability System**

Location: Head Office, Pretoria

Requirements: An appropriate four year degree obtained from a recognised and registered tertiary institution. A masters degree in Business Administration or Law degree will be an added advantage. Ten (10) years appropriate working experience of which five (5) years must have been at least at the level of DDG in Public Service or Deputy CEO or equivalent in the Private Sector. Strategic planning skills and experience in conducting organisational effectiveness and efficiency reviews Understanding of Corporate Governance Prescripts-King III Principles and best practices. A track record of commitment to Good Governance and successful leadership of performance driven institutions Knowledge of Public Service prescripts and legislations in Strategic Financial Management, auditing practices, the Public Financial Management Act (PFMA) and Treasury Regulations. Understanding of Government-wide monitoring and evaluation framework. People management and empowerment. A valid driver's licence

Skills, Knowledge and Competencies: This position requires an individual who is service delivery innovation, Change management skills and experience, Project management, Knowledge of the Case Management System, skills and experience in leading and managing diverse teams, Excellent skills in computer packages, Proficiency in two African languages is a prerequisite, Good verbal and written communication skills and ability to liaise with staff at all levels, Customer orientation,

ability to effectively collaborate with all stakeholders, High ethical standards, Ability to effectively collaborate with all stakeholders, High ethical standards, Ability to analyse information and data, attention to details, innovation, Good understanding of investigations and reporting, Practical understanding of Performance Management Systems, Advanced management and leadership skills, Commitment to achievement of vision and quality work, Ability to provide clear strategic direction and sense of purpose to the organisation, Sound knowledge of strategic planning for the organisation, Research skills, Analytical and problem solving skills, Good interpersonal skills and ability to inspire staff morale, Good drafting and report writing skills.

- **Key Duties and Responsibilities: as Accounting Officer, the incumbent will report to Public Protector, and the appointed candidate's responsibilities will include:** Ensuring achievement of strategic goals and adherence to institutional values. Facilitation of annual review of organisational strategic plan and annual plans. Overseeing functional and operational plans and aligning with strategy. Driving the performance enhancement and accountability system of the organisation and ensuring strategic performance reporting. Developing the institutional budget and aligning with strategic plan and approval by Executive Committee (EXCO). Leading Public Protector South Africa core and support functions in line with legislation-the Constitution, the Public Protector Act, the PFMA and driving compliance with relevant legislation responsibility for efficiency and quality of investigation processes and standards. Facilitating business process engineering to ensure efficiency of key processes. Taking measures to ensure managerial best practices and evaluate legislative compliance regarding Human Resource Management and development Supply Chain Management, Information Technology; Facilities Management, Financial Management, communication and Outreach. Leading and monitoring the process of policy development and implementation and ensuring compliance with relevant policies and statutory prescripts. Ensuring Corporate Governance in line with King III Principles and best practices legislative and policy prescripts. Oversee the overall security of the institution and implement the Minimum Information Security Standards (MISS). Managing International Relations and Parliamentary liaison developing and improving

systems of internal control to achieve clean audit opinion. Planning and monitoring expenditure patterns in line with strategy budget leading the risk management process to ensure that risks are identified, monitored and reduced for achievement of strategic goals.

Enquiries: Mr Gumbi Tyelela at tel. (012) 366-7263

**Senior Manager: Legal Services
Permanent**

Reference: PPSA 02/01/2020

All –Inclusive Package: R 1, 057 326.00 per Annum

Location: Head Office, Pretoria

Requirements: An appropriate LLB degree or four year law degree. Admission as an Attorney or an Advocate. A minimum of 8 years post qualification experience of which 5 years should be at managerial level in the legal field. At least 5 years relevant and 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 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 legal and administrative staff. Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration. Financial management and budgeting skills are essential.

Skills, Knowledge and Competencies: This position requires an individual who is professional, objective, neutral, and attentive to detail, accomplishes legal research and strategic thinker who possess exceptional writing skills, analytical skills and a willingness to travel extensively. Ability to work independently, well established leadership and interrelationship competencies and the ability to manage tight deadlines. Project management at strategic level. People development and empowerment. Communication (verbal and written) skills. Presentation skills. Client orientation and customer focus, Results-driven. A valid code 8 driver's license is prerequisite. Candidates will be subjected to a competency assessment.

Duties: Reporting to the Executive Manager- Corporate Services: the successful candidate will 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. Direct and manage the provision of core legal advice and services. Review and/or provide legal opinions, advice, contracts, and service level agreements. Ensure quality control and compliance with policies, procedures, regulations and standards. Deal with the legal aspects of disciplinary inquiries, labour disputes and litigation in labour related matters. 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. Provide legal counsel in litigation matters. Direct and manage administrative appeals. 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 Gumbi Tyelela at tel. (012) 366-7263

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 and vetting, and competency assessments will be conducted.

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, Indians and Females will be given preference.

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

Head Office, Pretoria for the attention of Ms P Moota; Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnon Road Hillcrest Office Park. Hillcrest. Pretoria. Email applications can be forwarded to Applications@pprotect.org

Closing date: 31 January 2020