

V A C A N C Y

PROVINCIAL REPRESENTATIVE

(Permanent)

Location: **Free State, Bloemfontein**

Reference: **(PPSA 02/01/2021)**

Remuneration: **R1, 285 158.00 per annum, All-inclusive package**

Requirements:

A recognised Law degree (LLB, BA Law, B Proc, B Juris etc.). A post graduate qualification in Law, forensic investigations and 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.

Skills, Knowledge and Competencies:

Computer literacy • Excellent people skills and interpersonal relations • Report writing skills • Excellent leadership and management skills • In depth-Knowledge of the functioning of State institutions/organs of State, Government and Parliament • Analytical thinking and skills • Legal 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 and Risk management.

Key Duties and 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 Free State Provincial Office and all strategic objectives. The appointee will: • Manage and report on all investigations in the Province and carry out 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 the 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 and statistical reports.

Enquiries:

Mr T Khunou, tel. (012) 366 7031

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.

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: 12 FEBRUARY 2021 at 16:30



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Justice • Good Governance