

PUBLIC PROTECTOR SOUTH AFRICA



Constitutional Mandate:

The mandate of the Public Protector is to strengthen constitutional democracy by investigating and redressing improper and prejudicial conduct, maladministration and abuse of power in all state affairs, resolving administrative conduct through mediation, conciliation or negotiation, advising on appropriate remedies or employing any other expedient means; reporting and recommending, advising and investigating violations of the Executive Members Ethics Act of 1994; resolving disputes relating to the operations of the Promotion of Access to Information Act of 2000 and discharging other responsibilities as mandated by the above legislation.

Vision Statement of the Public Protector South Africa

A trusted, effective and accessible Public Protector that rights administrative wrongs and consistently acts with integrity to ensure fair, accountable and responsive decision making, service delivery and good governance in all state affairs and public administration in every sphere of government.

Mission Statement of the Public Protector South Africa

To strengthen constitutional democracy in pursuit of our constitutional mandate by investigating, rectifying and redressing improper or prejudicial conduct in state affairs and resolving related disputes through mediation, conciliation, negotiation and other measures to ensure fair, responsive and accountable public sector decision making and service delivery.

Chief Investigator

Good Governance and Integrity Investigations Unit

Five-year fixed-term performance-based contract

Pretoria – Head Office (Ref. PPSA 01/01/12)

All-inclusive salary package: R685 200 – R819 240 per annum

Requirements: •An appropriate four-year legal qualification or equivalent legal qualification •A minimum of seven years' experience as an Investigator or relevant and comparable experience •Three years' management and supervisory experience is a prerequisite •A valid driver's licence •Advanced computer literacy •Knowledge of the application of the Case Management System (CMS) •Knowledge of project management and administration •An individual who is objective and neutral, and who possesses initiative, strong leadership qualities and the willingness to travel extensively •An investigation or research background •Experience in forensic investigations •Strategic planning and implementation capabilities.

Skills: •Investigation/research •Interviewing •Knowledge of good governance •High level of negotiation •Alternative Dispute Resolution (ADR) •Analytical •Interpretation and Case Management •Exceptional report writing •Effective management •Ability to make and take bold decisions.

Competencies: •Research/investigation techniques •Interpreting Law •Producing high standard reports •People and financial management •Project management •Practical knowledge of the legislative framework to the Public Protector especially the Constitution of South Africa, Public Protector Act, the Executive Members' Ethics Act, Public Finance Management Act and State Administration.

Key responsibilities: Reporting to Executive Manager: Good Governance and Integrity, the successful candidate will: •Manage Investigators in the unit on Investigations and Performance Management •Identify maladministration in state organs and parastatals •Investigate, make recommendations and monitor recommendations of the Public Protector •Demonstrate strong ability to initiate hearings, gather information and facts •Deal with complaints, and resolve, rectify and report maladministration •Make presentations and negotiate on behalf of the Public Protector on high standards without fear, favour or prejudice •Act as the Executive Manager: Good Governance and Integrity whenever required and as requested.

NB: Females are encouraged to apply.

Enquiries: Adv S Fourie, tel. (012) 366 7005

Investigator (Two posts)

Eastern Cape – Bhisho Office (Ref. PPSA 02/01/12)

All-inclusive salary package: R293 546 per annum (including pension, service bonus and medical aid)

Requirements: •An appropriate four-year legal qualification or equivalent legal qualification •Experience as an investigator or in a related field •Organisational ability •Advanced computer literacy •Knowledge of the application of the Case Management System (CMS) or other computer management system •Knowledge of project management and administration •A valid driver's licence and willingness to travel extensively •Fluency in English and an official language relevant to the Province •An individual who is objective, impartial, and possesses initiative •Experience in formal and informal investigations, or relevant legal fields •Experience in the implementation of strategic goals and reporting thereon •Strong administrative and management experience.

Skills: •Knowledge of good governance •Excellent negotiation, mediation, conciliation (Alternative Dispute Resolution) •Legal research •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.

Competencies: •Ability to timeously resolve queries and finalise investigations, and make recommendations to effectively address maladministration and correct service delivery failure •Ability to produce high-quality reports •Strong ability to initiate hearings, gather information and facts •Practical knowledge of legislative mandate of the Public Protector, especially with regard to the Constitution of South Africa, the Public Protector Act, the Executive Members' Ethics Act, the Public Finance Management Act •Practical knowledge of and experience in State Administration.

Key responsibilities: Reporting to the Provincial Representative, the successful candidate will: •Identify maladministration in state organs and parastatals •Investigate, make recommendations, monitor implementation of recommendations and take remedial action •Deal with complaints, resolve, rectify and report maladministration •Make presentations and negotiate without fear, favour or prejudice.

Enquiries: Adv N Thomas, tel. (051) 448 6172/6185

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. Candidates will be subjected to competency assessments.

The Office reserves the right not to fill the vacancies. Correspondence will be limited to the short-listed candidates. Should you not be contacted within 3 months after the closing date, please consider your application to be unsuccessful.

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 candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and residing in the respective Province where the post is located.

People with Disabilities, Coloureds, Indians and females will be given preference.

Please direct your application, stating the relevant reference number, to: • Pretoria: For the attention of Mr P Monama, Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest • Eastern Cape (Bhisho): For the attention of Ms N Koliti, PO Box 424, Bhisho 5605 or hand-deliver to Unathi House, Independence Avenue, Bhisho.



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

CLOSING DATE: 3 FEBRUARY 2012.

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