

# OFFICE OF THE PUBLIC PROTECTOR

## INVESTIGATOR

North West (Ref: OPP01/04/2010)

**Basic salary: R190 902 per annum plus benefits**

**Requirements:** • An appropriate 3-year legal qualification that includes the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes • Good interpersonal and communication skills • Fluency in English and an official language relevant to the specific province • A valid driver's licence.

**The following will serve as recommendations:** • Mediation and negotiation skills • Computer literacy • Relevant practical experience in the fields of Law, Local Government, Public Administration or Public Finance.

**Competencies:** • Innovative thinking • Ability to resolve queries timeously • Report writing and drafting skills • Project management • Negotiation and dispute resolution skills • Ethical conduct.

**Key responsibilities:** The successful candidates will be mainly responsible for the investigation of complaints against the State Administration. These responsibilities will include: • Gathering information and evidence • Legal research • Drafting memoranda, correspondence and reports • Interviewing complainants and witnesses • Preparing and presenting evidence in formal investigations • Handling queries regarding the Office • Any other task as required by the relevant Senior Manager.

**Enquiries:** Mr J Raubenheimer, tel: 018 381-1060/1/2.

## SENIOR ADMINISTRATIVE OFFICER

North West (Ref: OPP02/04/2010)

**Basic salary: R161 970 per annum plus benefits**

**Requirements:** • A 3-year BAdmin degree or equivalent qualification coupled with appropriate experience in Human Resource Management, Finance, Supply Chain Management, Administration, Provisioning and Transport Management • Sound knowledge of the Supply Chain Management Guide, PFMA and Treasury Regulations • Competency in written and verbal communication • Computer literacy • General skills in, and basic knowledge of, budget processes, internal control systems, Basic Accounting and HR Systems • Exposure to Logis or a related supply chain management system will be an added advantage.

**Competencies:** • Innovative thinking • Ability to resolve queries timeously • Good interpersonal and communication skills • Ethical conduct.

**Key responsibilities:** • Coordinate all Human Resource functions including performance management, recruitment and selection, benefits, etc. • Coordinate provisioning functions including official and subsidised vehicles, placing of orders and ensuring timeous payment to suppliers and Supply Chain Management activities such as asset management, contract management, security and cleaning services • Manage auxiliary services, maintenance of all assets and buildings and all financial functions, including preparation of the office budget and monitoring and production of monthly financial reports • Develop and implement relevant internal control systems in the Provincial Office • Ensure monitoring and compliance of supply chain management processes • Prepare management information, statistics and reports • Supervise administration staff.

**Enquiries:** Mr J Raubenheimer, tel: 018 381-1060/1/2.

**Note:** All appointments will be done in terms of the Public Protector Act and a 6-month probationary period will be applicable. The successful candidates will be expected to sign a performance agreement.

The Office reserves the right not to fill the vacancies. Correspondence will be limited to the shortlisted candidates and should you not be contacted within three months, please consider your application as unsuccessful.

Applications must be accompanied by a covering letter and a detailed CV (with certified copies of qualifications and ID). Please note that non-submission of required documents will disqualify your candidature.

The OPP is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativity (race, gender and disability). The candidature of persons whose appointment or promotion promotes representativity in the Office, will receive preference. Suitably qualified women and people with disabilities are encouraged to apply.

Please direct your application for the above post to the following address, stating the relevant reference number for attention: Mr J Raubenheimer, PO Box 512, Mafikeng 2745 or hand deliver to: Public Protector's Chambers, Cnr Martin and Robinson Street, Mafikeng.

No faxed or emailed applications will be accepted.

**Closing date: 23 April 2010.**



PUBLIC PROTECTOR  
SOUTH AFRICA