V A C A N C Y

HEAD OFFICE, PRETORIA

LEGAL RESEARCHER: KNOWLEDGE MANAGEMENT AND RESEARCH

(Permanent)
Reference: **PPSA 01/03/2021**
Remuneration: **R376, 596.00 per annum plus benefits**

Requirements:

A recognized Law degree (LLB, B Proc, BA Law, B Juris etc) • Minimum of two (2) years relevant experience in Legal Research and Knowledge Management or in a related field • Good understanding of legislative prescripts that give mandate to Public Protector SA • Computer literacy • Understanding of South African Public Service Administration • Fluency in English and other official language relevant to the Province/Region.

Skills:

Knowledge of good governance • good negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation • Good writing and legal drafting skills • Project Management • Effective administration skills in addition to above • Personable with excellent verbal and written communication skills.

Competencies:

Legal knowledge of the governmental structures and responsibilities of each structure and the jurisdiction and authority of the Public Protector South Africa's Office Legal research and interpretation • Strong ability to find, analyse and apply relevant information resources from the internet, databases and paper-based sources.• The position requires individuals who are objective, impartial and initiative • Ability to think analytically and to take appropriate decisions and as well as to work under pressure • Experience of working effectively in a diverse team, maintaining good working relationships· Ethical conduct • Integrity • Service delivery/Customer oriented • Attention to detail• Capacity to support internal knowledge acquisition, management and sharing.

Key responsibilities and duties:

Assist with identifying, developing and implementing effective information and knowledge management strategies and systems • Assist with establishing and implementing information management practices for publication, categorisation and processing Public Protector reports in accordance with PP mandate areas • Assist with developing, maintaining and managing institutional regulatory code for Public Protector South Africa • Render support to the CEO and leadership on legal research and drafting of research papers, concept documents and providing comments and contribution towards legislative measures affecting PP mandate or operations • Provision of support regarding documentation and, publication and dissemination of research findings • Provide and maintain tools and research support services to Investigative units.

Enquiries: Adv N van Der Merwe, tel 012-366 7051

ICT TECHNICIAN

(Permanent)
Reference: **PPSA 03/03/2021**
Remuneration: **R 257, 508.00 per annum, plus benefits**

Requirements:

An appropriate 3 year National Diploma in Information Technology/System Support or any relevant Higher ICT certification • Fluency in English and other official language relevant to the Province/Region • Two (2) years' experience in ICT support in a similar role.

Competencies:

Advanced computer literacy• Ethical conduct• Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers • Analytical and organizational skills • Customer Orientation/Focus• Ability to manage many tasks at once and work against short deadlines• Attention to detail • Initiative• Ability to maintain a high level of confidentiality.

Key responsibilities and duties:

Preparation, installation and issuing of new ICT equipment • Install and update Software (e.g. Microsoft Office) on User machines (laptops/desktops) • Troubleshoot user issues with business systems access and connectivity • Troubleshoot and resolve user issues on IT systems• Logging of calls with different suppliers • Reconnect/Activate emails that are not functioning •. Reduce turnaround time in resolving reported incidents and problems as stipulated in the Incidents and problems Management Procedure manual• Ensure the right hardware and software specifications of IT and related equipment are procured from 3rd party suppliers, and ensuring all default configurations are as per business requirements • Connecting desktops and laptops to the network • Activate and terminate user profiles • Transferring data from old to new workstations. Compliance with IT governance on logical security and anti-virus. Installations and configuration of local and network printers / scanners. Provide ICT support to PPSA Head Office, Provincial and Regional offices • Ensure proper management of ICT assets • Provide helpdesk support. Support VPNra remote access technology • Support virtual platforms such as Zoom, Cisco Webex and Microsoft Teams.

Enquiries: Mr. P Laka, tel (012) 366 7142

ACCOUNTING CLERK

(Permanent)
Reference: **PPSA 05/03/2021**
Remuneration: **R173, 703.00 per annum plus benefits**

Requirements:

A 3 year National Diploma in Accounting/Financial Management or Cost and Management Accounting or any 3 year Finance related qualification • 6 months completed in-service training or Internship in Financial Accounting • Proficiency in Microsoft Office is essential.

Competencies:

Knowledge of financial processes, procedures and control systems• Basic knowledge of PFMA and Treasury Regulations • Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers• Reliable and hardworking • Accuracy • Ethical conduct• Report writing skills and attention to detail • Ability to maintain a high level of confidentiality • Professionalism • Good customer service skills • Ability to meet deadlines and work under pressure • Ability to maintain a high level of confidentiality.

Key responsibilities and duties:

Administer petty cash and reconcile bank accounts for Head and Provincial Offices • Assist in recording supplier data (invoices, amounts, date, bank details, etc) timely and accurately • Assist in processing payment of invoices within 30 days from date of receipt • Assist in reconciling bank accounts for Head and Provincial accounts. Assist in preparing and managing electronic payments and filing of these payments (e.g.: Supplier and Third Party payments) • Assist in capturing all transactions onto the accounting system. Assist in preparing monthly creditor's reconciliation and 30 days payment report • Ensure the purchase orders and requisition forms are approved and amounts agree to invoice before payment is processed • Perform other duties as delegated by the Assistant manager.

Enquiries: Mr C Machete, tel (012) 366 7240

ADMIN ASSISTANT: STRATEGIC SUPPORT

(Permanent)
Reference: **PPSA 07/03/2021**
Remuneration: **R173, 703.00 per annum plus benefits**

Requirements:

A 3-year National Diploma in Public Administration/Public Management/ Business Management/Social Science/Planning/Office Management or any 3 – year administration related qualification. 6 months completed in-service training or Internship in Administration. Proficiency in Microsoft Office is essential.

Competencies:

Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers. Reliable and hardworking. Accuracy. Ethical conduct. Report writing skills and attention to detail. Professionalism. Good customer service skills. Ability to meet deadlines and work under pressure. Ability to maintain a high level of confidentiality.

Key responsibilities and duties:

Assist with compilation of institutional, monthly and quarterly performance reports. • Assist to quality assure submitted reports against evidence. Compilation of monthly/quarterly statistics • Record keeping/filing. • Assist with organising and coordination of Strategic Planning and Annual Performance Plan review sessions • Assist with the procurement of goods and services within the unit • Typing, faxing, copying and filing of documents • Assist with other duties as requested

Enquiries: Ms G Tshangana, tel 012 366 7235

COMPLIANCE OFFICER

(Permanent)
Reference: **PPSA 02/03/2021**
Remuneration: **R376, 596.00 per annum plus benefits**

Requirements:

A recognized Law degree (LLB, B Proc, BA Law, B Juris etc) • Two (2) years to three (3) years relevant experience in Compliance or in a related field • Good understanding of legislative prescripts that give mandate to Public Protector SA • Computer literacy • Understanding of South African Public Service Administration • Fluency in English and other official language relevant to the Province/Region.

Skills:

Knowledge of good governance • good negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation• Good writing and legal drafting skills • Project Management • Effective administration skills in addition to above • Personable with excellent verbal and written communication skills.

Competencies:

Legal research and interpretation • Must have strong ability to initiate hearings, gather information and facts • The position requires individuals who are objective, impartial and initiative • Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice • Ability to think analytically and to take appropriate decisions and as well as to work under pressure • Ethical conduct • Integrity • Service delivery/Customer oriented • Attention to detail.

Key responsibilities and duties:

Assist with continuously identifying and diagnosing where compliance issues are, this includes identifying critical high-risk areas of compliance Issues • Assist with developing compliance templates/methodology for monitoring of institutional compliance for all branches/units/provinces • Assist with developing and updating of compliance database of reports issued by the Public Protector • Follow up with State Organs/Institutions on the implementation of remedial action(s) outlined in the reports issued by the Public Protector• Assist with compiling monthly reports on the implementation of remedial action(s) • Submit monthly exceptions reports and quarterly reports where required • Assist to ensure that PPSA complies with the applicable legislative requirements including policies, rules and relevant prescripts • Attend to compliance related enquiries including Complainants queries regarding the progress of the implementation of the reports/remedial actions • Capture and update compliance database (on all new reports issued by the Public Protector) on a regular basis • Assist with administrative work including scheduling and preparing for meetings, filling, opening files etc.

Enquiries: Ms S Nkosi, tel 012-366 7101

JUNIOR GRAPHIC DESIGNER

(Permanent)
Reference: **PPSA 04/03/2021**
Remuneration: **R257, 508.00 per annum plus benefits**

Requirements:

A recognized 3 year Bachelor Degree/National Diploma in Graphic Design and Multimedia or equivalent • One (1) to two (2) years' experience in Graphic Design and Multimedia • Proficiency in Adobe CS5 Design Suite: Photoshop, Illustrator, Dreamweaver, InDesign • Proficiency in audio-visual and editing programmes: Adobe Premier Pro, After Effects, Pro Tools, Audacity • Proficiency in Microsoft Office is essential.

Competencies:

Sound communication skills (written and verbal) and demonstrating ability to correspond with colleagues, internal and external customers • Reliable and hardworking • Accuracy • Ethical conduct • Attention to detail • Ability to maintain a high level of confidentiality • Professionalism • Good customer service skills • Ability to meet deadlines and work under pressure • Ability to maintain a high level of confidentiality • Ability to thrive in a fast-paced and high-pressured environment • Flexible and adaptive • Creativity • Design project management • Organizational, planning and coordination skills • Innovation and proactivity • Ability to collect and interpret information and reports.

Key responsibilities and duties:

Provide support on the development of creative concepts and implement design layout for the institution's Annual Reports, Strategic Plans, Annual Performance Plans, newsletters, information brochures and other design products while ensuring compliance with the institutional Corporate Identity Manual • Provide support in the design, layout, quality control and production of printed products and publications • Provide support on the development and coordination of creative concepts and products for institutional campaigns, projects, events and exhibitions • Liaise with internal stakeholders and external service providers (including advertising agencies • printers and copywriters) on the production of all institutional branding and publications • Provide advice on the correct application of the institution's Corporate Identity • Coordinate multimedia content, including photographs, videos and digital publications for online publishing • Support the Web Administrator by supplying multimedia content for the website and intranet • Provide comprehensive briefs to photographers and illustration artists • Assist with branding institutional activities and events • Participate, assist with and engage the public and stakeholders at exhibitions • Assist with logistics for internal events. **NB. Candidates who will make the shortlist will be subjected to practical test of their skills.**

Enquiries: Ms N Matloporo, tel 012 366 7068

ADMIN CLERK: SUPPLY CHAIN MANAGEMENT X2 POSTS

(Permanent)
Reference: **PPSA 06/03/2021**
Remuneration: **R173, 703.00 per annum plus benefits**

Requirements:

A 3 year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification • 6 months completed in-service training or Internship in Supply Chain Management • Proficiency in Microsoft Office is essential • Knowledge of SAP will serve as an added advantage Knowledge of PFMA, Treasury regulations and other relevant legislative frameworks is essential.

Competencies:

Excellent interpersonal and communication both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers • Reliable and hardworking • Accuracy. Ethical conduct • Report writing skills and attention to detail• Ability to maintain a high level of confidentiality • Professionalism • Good customer service skills • Ability to meet deadlines and work under pressure • Ability to maintain a high level of confidentiality.

Key responsibilities and duties:

Capturing valid requisitions • Source quotations for goods and services from suppliers listed on the National Treasury Supplier database (CSD) • Work closely with End users • Assist with generating purchase orders and receiving deliverables of purchase• Capture Goods Receipts Notes (GRN) on SAP Business One• Assist with administering and reconciling all accounts including travel account • Assist with administering activities pertaining to bid administration • Assist with rendering administration and providing administrative support to the Bid Committees • Administration of purchase orders • Prepare Documents for Payments • Perform other general clerical duties.

Enquiries: Ms B Biyela, tel 012 366 7032

ADMIN ASSISTANT: PROVINCIAL INVESTIGATION AND INTEGRATION (PII) - COASTAL

(Permanent)
Reference: **PPSA 08/03/2021**
Remuneration: **R173, 703.00 per annum plus benefits**

Requirements:

A 3 year National Diploma in Public Administration/Public Management/ Business Management/Office Management/Management Assistant/Secretarial Services or any 3 year administration related qualification • 6 months completed in-service training or Internship in Office Administration • Proficiency in Microsoft Office is essential.

Competencies:

Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers • Reliable and hardworking • Accuracy. Ethical conduct • Report writing skills and attention to detail • Ability to maintain a high level of confidentiality • Professionalism • Good customer service skills • Ability to meet deadlines and work under pressure • Ability to maintain a high level of confidentiality.

Key responsibilities and duties:

The incumbent shall report to the Executive Manager: PII – Coastal and Senior Manager: PII - Coastal. Manage the daily, weekly and monthly diary• Perform basic secretarial and administrative functions • Handle basic financial administration, procurement and personnel administration matters in the Provincial Investigation and Integration(PII) - Coastal Branch, including the processing of claims and payments • Typing, faxing, copying and filing of documents • Prepare and disseminate memos • Develop and maintain a filling system • Handle the maintenance and acquisition of equipment • Perform other duties as requested by the supervisor from time to time and compilation of monthly/quarterly statistics.

Enquiries: Mr B Neshunzhi, tel 012 366 7262

Note: All appointments will be done in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

A successful candidate will have to undergo security clearance, vetting and practical assessments may be conducted.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted in 2 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV with 3 references and certified copies of qualifications, driver's license and ID document.

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representatively (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 who resides in the Province the advertised position is in.

Late applications will not be considered.

Please direct your application, stating the relevant reference number as follows:
For the attention of the Human Resources Admin Unit by post to Private Bag X677, Pretoria, 0001 or hand - deliver to 175 Lunnon Street, Public Protector House, Hillcrest Office Park, Pretoria.

N.B. Faxed and e-mailed applications will not be accepted.

CLOSING DATE: 09 MARCH 2021 @ 16:30

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0800 11 20 40
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PUBLIC PROTECTOR SOUTH AFRICA
Accountability • Integrity • Responsiveness