



The Following positions are available in the Head Office of the Public Protector South Africa, Pretoria

CHIEF OPERATIONS OFFICER (REF: PPSA 01/05/2015)

(5 -year fixed term contract position)

ALL- INCLUSIVE SALARY PACKAGE: R1, 201 713 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: Postgraduate qualifications in Law or equivalent qualification, Preferably a Master's Degree in Law, Business Administration, Economics, Operations Management. Admitted Attorney, Advocate or a combination of the two. A minimum of 10-20 years' related experience of which 5 years should be at Executive Management level. A valid driver's license is required.

Skills, Knowledge and Competencies: Analytical thinking, Leadership skills, Management, Negotiation, Presentation and Facilitation skills, Verbal and written communication including liaising with the Media. Manage and adapt to change and diversity, and innovative, mentor employees. Advice and influence decisions and policies. Research and report writing skills. In depth knowledge and understanding of the Legal Framework including knowledge of the Public Protector Act, Constitution of the Republic of South Africa and other enabling legislation, the Public Administration, Local Government, and Public Finance: In depth knowledge of Finance and procurement, HR matters; Effective investigation and interview techniques and protocols in public administration; Reporting procedures; Project management; Legal interpretation and research methodology; Ombudsmanship.

Key Performance Areas (KPA's)

- Strategic and operational management.
- Investigation processes
- Reporting processes and content management
- Branch reporting to CEO
- Budget planning and management

- Manage units including Outreach and Stakeholder Management, Good Governance and Integrity, Administrative Justice and Service Delivery and Provincial Investigations and Integration.

Duties and Responsibilities: This Executive will lead and integrate the Core business Processes of the Public Protector South Africa. Provide leadership, direction, support and advice to the Investigation Branches in terms of applicable legislation. Oversee the development of strategic plans, annual performance plans and operational plans for the Investigation branches. Oversee and facilitate research within the Public Protector South Africa in order to ensure proper investigations, report writing and compliance with relevant requirements. Oversee the effective consolidation of Investigation reports. Oversee and ensure the development and implementation of effective complaints handling processes, systems and procedures. Oversee and ensure that appropriate investigations are conducted by the Public Protector South Africa with regards to complaints. Develop strategic alliances and partnerships with relevant stakeholders. Oversee the development and implementation of policies, processes, procedure and frameworks for investigations.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

EXECUTIVE MANAGER: CORPORATE SERVICES (PPSA 02/05/2015)

(5 -year fixed term contract position)

ALL- INCLUSIVE PACKAGE: R998, 152 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: Post-Graduate Degree in Business Management, or other equivalent Qualifications. A minimum of 10 years management experience in performing strategic Corporate service Management duties of which 5 years should be at Senior Management level. Understanding of corporate systems and relevant legislation including PFMA, LRA, BCEA, SDA, SDLA, Public Protector Act, Constitutional mandate, etc. Computer literacy and a valid driver's license is required.

Skills, Knowledge and Competencies: Analytical thinking, Leadership skills, Management, Negotiation, Presentation and Facilitation skills, Problem solving, conflict resolution and dispute resolution. Report writing, research, networking and interpersonal skills.

Strong ability to: work under pressure; think analytically and to take appropriate decisions; communicate with people at all levels; manage and adapt to change and diversity; be impartial, objective and maintain political neutrality; be efficient; be proactive and innovative; be empathetic; mentor employees; Advice and influence decisions and policies.

Duties and Responsibilities:

Develop and Implement Corporate Services strategies and plans. Manage Corporate Services budget, systems, processes and personnel to ensure effectiveness. Providing strategic leadership to the Corporate Support functions namely, Human Resources, Information, Communication and Technology, Communications, Knowledge and Records Management and Facilities and Logistics Management. Development and implementation of a corporate services management strategy for the organization. Providing direction in terms of the departmental needs to support the overall strategy of the organization. Ensuring compliance with all relevant legislation. Coordinating transformation and organizational development programmes for the organization. Ensuring the development and implementation of ICT, communication, knowledge management strategies for the organization. Ensuring cost effective, best practice and sustainable HRM, ICT, Communication, knowledge management and Facilities management capability for the organization. Manage development and review of corporate services policies, processes and procedures in order to ensure good governance.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

SENIOR MANAGER: QUALITY ASSURANCE (PPSA 04/05/2015)

ALL-INCLUSIVE PACKAGE: R 819, 126 PER ANNUM

HEAD OFFICE, PRETORIA

Requirements: An appropriate LLB degree. A qualification in legal drafting is recommended and will serve as an added advantage. A minimum of 8 years relevant experience of which 5 years should be at Middle Management level. Extensive experience which includes drafting of litigation, legal opinions, policies, reports, research papers, investigation reports samples of which should be provided, legal editing and academic research. Broad Understanding of legislative and others that regulate the Public Sector. Samples of published work and a valid driver's license are essential. Advanced computer literacy and report writing skills.

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.

Duties and Responsibilities: Management of Quality assurance unit, manage and supervise the quality assurance of investigation reports and all other documents submitted for quality assurance and ensure that final product is of high standard.

Verification of legal research and the application of the law in reports and other documents.

Think Tank Administration-Act as a member of the Think tank Committee. Effectively & efficiently manage Think-Tank committee procedures & processes by convening meetings. Oversee the screening of all draft investigation reports in premises for the Think Tank & for adherence to Think Tank operational manual and provide guidance. Ensure compliance with deadlines and operational manuals and to provide guidance in respect of the submission of reports to the Think Tank Committee. Consolidate investigation reports as per prescribed format and timeframes prior to meetings.

Quality assurance and Reporting-manage the finalisation of quality assurance of documents within set deadlines. Consolidate quarterly investigation reports and facilitate and manage training to be provided to staff of the Quality Assurance Unit and other staff members of the PPSA to improve the quality and standards of documents produced by the organisation. Conduct research on relevant reports made by investigators, tracked & followed up as well as final editing of reports are completed to meet deadlines. Disseminate signed reports to relevant state organs, etc. Ensure Production of Quarterly consolidated signed investigations reports. Oversee the screening of all draft PPSA communications, reports and investigation reports submitted to the Editorial Committee. Lead and supervise the Quality Assurance team.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

**SENIOR MANAGER: KNOWLEDGE AND RECORDS MANAGEMENT (PPSA
05/05/2015)**

ALL-INCLUSIVE PACKAGE: R 819, 126 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate 4 year legal qualification. A postgraduate qualification will be an added advantage. A qualification in records management is recommended. A minimum of 8 years' experience, of which 5 years should be at Middle/Senior Management level. A valid driver's license is required. Fluency in English. Excellent interpersonal and communication skills. Advanced computer literacy. Knowledge of project management and public administration. Knowledge management and records management experience is preferred. Practical knowledge of the legislative framework related to the Public Protector SA. Thorough understanding of the National Archives and Records Management Act. Knowledge of good governance. This position requires individuals who are objective, neutral, take initiative, possess strong leadership qualities

and a willingness to travel extensively. The ability to conduct research at any given time is also required..

Experience: Experience in research, knowledge and records management sector is a requirement.

Duties and responsibilities: Provide a strategic view on the further development of knowledge and records management systems and practices in order to support the work and development of the organisation into the future. Lead, plan and support the implementation of the Knowledge Management Strategy. Ensure that all systems supporting Knowledge and records Management are integrated into the Corporate strategy. Assume strategic responsibility for management of information and preserve knowledge. Plans, organizes, directs, reviews, coordinates and establishes controls for all organizational records activities. Establish and manage the records management system at the Public Protector South Africa. Establish and Manage central filing system at the Public Protector South Africa. Develop, maintain and manage institutional regulatory code for Public Protector South Africa. Draft policies and other regulatory materials. Standardize regulatory materials and codes continuously.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

SENIOR MANAGER: LEGAL SERVICES (06/05/2015)

ALL-INCLUSIVE PACKAGE: R 819, 126 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

REQUIREMENTS: An appropriate LLB degree. Admission as an attorney of the high court of South Africa or an Advocate (after having undergone and passed pupillage). A minimum of 8 years post admission experience of which 5 years should be at managerial level in the legal field. At least 5 years relevant and practical experience in appearing in the Magistrates' and High Courts. The application of Administrative, Public and Constitutional Law and the Law of Contract, Procurement laws, policies and prescripts, Labour Law, disciplinary inquiries, labour relations disputes, 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 policies, Drafting of court papers, legal opinions and advice on evidence, Consultation with witnesses. Procuring the services of 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 Service. 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: Legal Services: the successful candidate will: Provide strategic direction, identify priority areas and determine objectives and operational plans for the component in line with the strategic plan of the Public Protector South Africa (PPSA). Direct the implementation of specific procedures, systems and controls. Manage litigation by and against the PPSA. Ensure and facilitate the drafting, reviewing, vetting, negotiation and management of contracts and agreements of the PPSA. Ensure the provision of general legal support services and advice in compliance with law. Direct and manage the provision of core legal advice and services. Review and/or provide legal opinions, advice, contracts, service level agreements, correspondence to 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 Department in various forums.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

MANAGER: CEO SUPPORT (REF: 07/05/2015)

ALL -INCLUSIVE PACKAGE: R 630, 822. PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate Bachelor's degree (preferably with Business Management/Public Management/Public Administration) is required. A Postgraduate qualification in Public Management/Business Management or Office Management will be an added advantage. A minimum of 8 years work experience is required of which 5 years should be in a support role to a Senior Executive. Knowledge of PFMA, Treasury

Regulations and other relevant legislative frameworks is essential. Training in MS Word, Excel, PowerPoint, Access or Project. Protocol knowledge, Good report writing skills and a valid code 08 driver's.

Competencies, skills and knowledge: Knowledge of public service legislation. Project management skills. Ability to maintain a high level of confidentiality. Attention to Detail. Networking skills. Problem solving skills. Excellent interpersonal and communication (both written and oral) skills.

Key responsibilities: Establish and maintain all administrative processes and systems in the CEO's Office. Establish and maintain systems and processes for the tracking, monitoring and evaluation of the implementation of all documents and Administration in the CEO's Office. Undertake the quarterly collation of directorate operational reports including the analysis thereof in relation to expected outcomes and deliverables. Coordinate, facilitate and undertake the processes for writing, submissions, reports and presentations for the CEO. Manage the office of the CEO and supervise the work of the Administrative assistant and PA and coordinate the workflow in the Office. Ensure fast and excellent service delivery from the CEO's Office. Create and maintain a records and document management system for the office of the CEO. Liaise with management to inform them of any instructions of the CEO and follow up on Executive decisions. Uphold the PPSA values in the CEO's Office. Undertake any reasonable duty as requested by the Head of the CEO's Office. Guide, lead and direct subordinate staff members. Monitor and manage subordinate staff's performance in compliance with the PPSA Performance Management policy and processes. Identify staff training and development needs. Management of Labour Relations. Preparation of the CEO's Office budget. Ensure compliance and adherence to PPSA procurement processes. Provide regular feedback to the Head of the CEO's Office regarding operational responsibilities. Ensure proper record keeping. Prepare weekly, monthly and quarterly reports.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

MANAGER: RISK MANAGEMENT (REF: PPSA 08/05/2015)

ALL- INCLUSIVE PACKAGE: R 630, 822.00 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate 3-year tertiary qualification in the field of Risk Management, Internal Audit or equivalent, a post graduate qualification will be an added advantage. A minimum of 8 years work experience is required of which 5 years should be in Risk Management environment preferably within the public sector or public entity. Extensive experience and exposure to risk management, corporate governance, compliance and regulatory environment. Knowledge of the PFMA, Treasury Regulations

and other relevant legislative frameworks is essential. Sound understanding and working experience of Enterprise Risk Management practices and philosophy, including the design and implementation of processes and systems. Project management skills. Ability to maintain a high level of confidentiality. A valid driver's licence is a requirement.

Competencies, skills and knowledge: Excellent communication (verbal and written) and interpersonal skills. Report writing. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organisational skills. Policy formulation, leadership and management skills. Ethical conduct . Ability to liaise with staff at all levels within the organisation. Service delivery orientated. Knowledge of and experience in applicable legislation. Ability to think strategically.

Duties and responsibilities: Develop, maintain and implement a risk management framework, risk policy, risk strategy and risk management plan. Facilitate risk identification processes and assessment to develop and ensure the implementation of risk management strategies. Monitor and review the implementation of risk management processes to ensure the proactive assessment of the current state of controls and alignment of risk management processes with organisational strategies and performance management systems. Facilitate the evaluation of financial risks and recommend corrective financial controls that will ensure effectiveness and efficiency. Coordinate risk working committee meetings. Develop and ensure the implementation of a fraud policy, fraud prevention strategy and fraud prevention plan.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

**MANAGER: POLICY COMPLIANCE & SECURETRAT (REF: PPSA 09/05/2015)
ALL- INCLUSIVE PACKAGE: R 630, 822.00 PER ANNUM**

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate LLB degree. Additional qualifications in corporate governance and institutional regulatory compliance or an equivalent would be a recommendation • Training in Compliance is essential. A minimum of 5 years in corporate governance environment, i.e. substantial experience in the development and maintenance of a governance framework for an institution , the development and review of policy frameworks, the development of organisational protocols and operational manuals. A valid driver's licence. Fluency in English. Excellent interpersonal and communication skills. Advanced computer literacy. Knowledge of project management and public administration. Policy Compliance and Auditing experience is preferred. Practical and broad knowledge of the legislative framework related 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 and other prescripts that govern the Public Sector. Knowledge of good governance.

This position requires individuals who are objective, neutral, take initiative, possess strong leadership qualities. The ability to conduct several investigations at any given time is also required. A professional individual with exceptional drafting and communication skills, a person that can work independently, is willing to travel extensively and can work under tight deadlines.

Experience: Experience in the compliance sector would be advantageous.

Key responsibilities: Develop a proper governance framework for the PPSA. This would include identifying the different roles and responsibilities of every member of the PPSA and developing a system of compliance with it. Review and improve the policy framework, protocols and operational manuals of the PPSA to bring it in line with its mandate and operational requirements and to develop and manage a system to ensure compliance. Advise the Executive and the Management Committee on issues of corporate governance and institutional regulatory compliance. Continuously identifies and diagnoses where compliance issues must be resolved. This includes identifying critical high-risk areas of compliance issues. High-risk areas may be issues when compliance breaches could mean legal action or termination of a position. Coordinating internal compliance review and monitoring activities, including periodic reviews of business branches. Train and mentor the organisation on policy compliance. Communicate with upper-level management to broaden understanding of strategic and operational compliance measures. **Planning and Organizing:** A compliance manager makes plans for implementing and maintaining compliance activity. He/she organizes the daily workload of the compliance department. The manager coordinates and facilitates meetings relating to compliance. Compliance managers are also responsible for long-term planning of compliance methods. Compliance planning includes implementing strategies and procedures that prevent illegal, unethical, or improper conduct. **Decision Making:** institute strict decision-making duties when evaluating the seriousness of a compliance breach. Apply professional and logical judgment to such situations. Delivers resolution options to compliance breaches by presenting different approaches to solving a compliance issue to department heads or other organization leaders.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

SENIOR INVESTIGATOR: QUALITY ASSURANCE (PPSA 10/05/2015)
ALL INCLUSIVE PACKAGE: MR6 (R554, 025 – R828, 138.00)

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate LLB degree qualification. A minimum of 5 years relevant experience in legal editing or academic research. Samples of published work and a valid driver's license and excellent report writing 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, holistic thinker who possess exceptional writing skills, analytical skills and a willingness to travel extensively. Practical knowledge and experience State Administration is a prerequisite.

Duties and Responsibilities:

Think Tank Administration-Act as Secretariat of the Think tank Committee, Effectively & efficiently manage Think-Tank committee procedures & processes by convening meetings, Screen all draft investigation reports in premises for the Think Tank & for adherence to Think Tank operational manual and provide guidance. Consolidate investigation reports as per prescribed format and timeframes prior to meetings. **Quality assurance and Reporting-**Ensure Responses / inputs made on reports are followed up with relevant investigators by deadline set. Conduct research on relevant reports made by investigators are tracked & followed up as well as final editing of reports are completed to meet deadlines. Disseminate signed reports to relevant state organs, etc. Produce Quarterly consolidated signed investigations reports as bound copies. Screen all draft PPSA communications, reports and investigation reports submitted to the Editorial Committee. Additional Responsibilities- Execute delegated management responsibilities.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

MANAGER: LABOUR RELATIONS (PPSA 11/05/2015)
ALL- INCLUSIVE PACKAGE: R 630, 822.00 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: A recognised Bachelor's degree or National Diploma in Human Resources, Labour Relations or relevant equivalent qualification. A post-graduate qualification in Labour Law will be an added advantage. A Minimum of 5 years' experience in labour relations and human resources • Minimum of 3 years' experience at managerial level. Knowledge of Labour Legislation, in particular the Labour Relations

Act, The Constitution of South Africa, Case Law, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and Public Finance Management Act. In-depth practical understanding of Labour Relations. Experience in facilitation and coordination of grievances, disciplinary and dispute resolution. A valid driver's license is required.

Competencies/skills: Specialist Labour Relations. Management and supervisory skills. Excellent communication and presentation skills. Organisational and networking skills. Good analytical and interpretive skills. Conflict and dispute resolution skills. Research skills. Computer literacy. Good drafting and report writing skills. Integrity and ethical conduct. The ability to liaise with staff at all levels. Negotiation, Conciliation and Interpersonal skills.

Duties: • Reporting to the Senior Manager: Human Resources Management and Development, the successful candidate will: Manage the employee relations within the organisation. Develop toolkits and templates for the management of Labour Relations. Manage, supervise and guide subordinates in the Unit. Train Managers in labour relations and human resources management activities. Manage labour relations function. Submission of monthly and quarterly labour relations reports. Develop HR policies, guidelines, processes and procedures. Coordinate the provision of labour and service related advice to managers and staff. Maintain harmonious relations with stakeholders. Manage the development and implementation of employee relations policies to ensure effective and efficient functioning of the Office. Effective implementation of Labour Relations Policies. Compliance with Labour Relations turnaround and timeframes in resolving grievances and disciplines. Provide labour relations advisory services and research in all areas of human resources to keep abreast of developments in Labour Relations. Facilitate, coordinate and monitor the management and handling of discipline and grievances in the workplace, including effective and efficient management of dispute resolutions. Represent the employer at CCMA with regard to Conciliation, mediation and arbitration processes. Coordinate and give technical support to the Bargaining and Consultative Forum to minimise disputes and support the consultative process within the Office. Coordinate and manage labour relations training according to set norms and standards by the Office. Management of employment Equity in PPSA. Development and implementation of employment equity programme, Policies, Processes and Procedures. Responsible for management of other HR functions such as Training and Development, Employee Wellness Programme and Recruitment and Selection.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

MANAGER: SAFETY AND SECURITY (REF: PPSA 12/05/2015)

ALL- INCLUSIVE PACKAGE: R 630, 822.00 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate 3-year tertiary degree in the fields of Safety and Security Management. Relevant ISO training (SABS). Safety and Security management training. 5 years' experience within the safety and security management environment. Extensive experience in investigating security breaches and possible fraudulent/criminal conduct and vetting. A National Intelligence Security Manager Course Certificate will serve as an added advantage. Management experience. Knowledge of PFMA, Treasury Regulations and other relevant legislative frameworks is essential.

Competencies: • Knowledge of public service legislation. Safety and Security management skills. A valid driver's licence and willingness to travel extensively. Knowledge of investigative techniques. Project management skills. Ability to maintain a high level of confidentiality.

Key responsibilities: Develop, maintain and implement a security management strategy, safety and security management framework, safety and security plan and policy. Facilitate security risk identification process and assessment to develop and ensure the implementation of risk management strategies. Monitor and review the implementation of security management processes to ensure the proactive assessment of the current state of controls. Facilitate the evaluation of financial risks and recommend corrective financial controls that will ensure effectiveness and efficiency. Coordinate safety and security working committee meetings. Develop, implement and manage anti-corruption strategy for the PPSA. Develop, implement and monitor security policies, plans, systems and procedures. Manage contracts relating to security services, maintenance and service level agreements. Manage human and financial resources. Compile and maintain the budget for the unit. Manage security clearance and information. Manage access control to the PPSA. Manage compliance with legislation, e.g. OHASA and MISS. Plan, manage and evaluate the overall performance of the electronic security service.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

**PERSONAL ASSISTANT TO CHIEF OPERATIONS OFFICER (COO) (REF: PPSA
13/05/2015)**

BASIC SALARY: R270, 804.00 PER ANNUM PLUS BENEFITS

LOCATION: HEAD OFFICE, PRETORIA

Requirements: Appropriate 3- year degree/qualification in Office Admin, Public Admin, PA/Secretarial or Office Management. Training in general office management Practices/time management. Training in MS Word, Excel, PowerPoint, Access or Project • Protocol knowledge. Three years' experience in similar office/environment. Experience in dealing with state/formal functions, visits, etc.

Competencies: Analytical skills. Service delivery orientated. Project management skills. Knowledge of and experience in dealing with confidential information. Excellent organisational and negotiation skills. Excellent writing and verbal skills. Excellent computer literacy, specifically Microsoft packages. Ethical conduct and willing to work extended hours.

Key responsibilities and duties: Arrange and coordinate meetings, workshops and other forums. Take minutes. Responsible for agendas and follow up on decisions.

Screen telephone calls to the COO. Receive and control of visitors and staff to the office of the COO. Perform diary management. Finalise travel and accommodation arrangements for the COO. Responsible for the control of document flow in the COO's office. Develop, implement and maintain a filing and registration system for the COO. Respond to correspondence on behalf of the COO (as required /directed). Represent the COO as required. Manage and facilitate issues relating to conditions of service of the COO. Responsible for typing, copying and faxing of documents for the COO. Manage general finances, assets and facilities for the COO. Assist the COO with any matter as required/instructed.

Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

SECURITY OFFICER (REF: 14/05/2015)

BASIC SALARY: R227 802 PER ANNUM PLUS BENEFITS

LOCATION: HEAD OFFICE, PRETORIA

Requirements: An appropriate 3-year tertiary qualification in the field of Security Management and or 8 years prior hands-on experience in security and related functions, Protocol Management, Risk Management, Policing and VIP Protection, Physical Security, access control and Vetting. Relevant ISO training (SABS). Security and risk management training, Extensive experience in investigating security breaches and possible fraudulent/criminal conduct and vetting, A National Intelligence Security Manager Course Certificate will serve as an added advantage. Knowledge of PFMA,

Treasury Regulations and other relevant legislative frameworks is essential. A valid driver's license is essential.

Competencies: Knowledge of public service legislation. Security management skills. Knowledge of investigative techniques. Ability to maintain a high level of confidentiality. Good communication and interpersonal skills.

Duties: Develop, implement and monitor security policies, plans, systems and procedures. Assist in management of contracts relating to security services - maintenance and service level agreements. Assist in compiling and maintaining the budget and financial resources for the unit. Ensure effective PPSA vetting processes and related security requirements. Ensure efficient access control to the PPSA buildings nationwide. Assist in managing compliance with legislation, e.g. OHASA and MISS. Plan, manage and evaluate the overall performance of the electronic security service, safeguarding PPSA assets.

Enquiries: Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

**1x SECRETARY TO EXECUTIVE MANAGER: CORPORATE SERVICES (REF: PPSA
16/05/2015)**

**1X SECRETARY TO EXECUTIVE MANAGER: LEGAL SERVICES (REF: PPSA
17/05/2015)**

BASIC SALARY: R148, 584.00 PER ANNUM PLUS BENEFITS

LOCATION: HEAD OFFICE, PRETORIA

Requirements: Appropriate B degree or National Diploma in Secretarial Services, Office Administration, Public Administration, or equivalent qualification. Three years' relevant experience in a similar environment. Good interpersonal relations, customer care and communication skills are essential for this position. Excellent typing and organisational skills and proficiency in MS Word, MS Excel, MS PowerPoint, e-mail and internet are essential. A valid driver's licence will be an added advantage.

Competencies: Good verbal and written communication skills. Reliable and honest. Ability to organise work well. Delivery and service orientated. Hardworking. Good Customer service skills. Good telephone etiquette and ethical conduct. Excellent report writing and attention to details.

Key responsibilities and duties: The successful candidate will assist the Executive Manager with the following: Secretarial and administrative functions, typing, faxing, copying and filing of letters, reports and memorandums. Copying and filing documents. Managing the diary and the In- and Out-trays of the Executive Manager. Coordinating and managing all activities related to meetings of the Executive Manager. Preparing for

meetings of the Executive Manager. Making travel arrangements and any other duties as required from time to time.

Enquiries: Enquiries: Mr Tshepo Mokoena/Mr Solomon Maredi at tel. (012) 366-7031/7146

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; vetting and competency 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 within 3 months, please consider your application to be unsuccessful.

To apply, please visit our website www.publicprotector.org for full details on this post. 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 the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and residing in the respective Province the post is located.

**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 Mr T Khunou; Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 Lunnon Road Hillcrest Office Park. Hillcrest. Pretoria.

For only the post of Chief Operations Officer, you can also forward your applications by email to recruitment@pprotect.org

Please note that e-mailed and faxed applications will not be accepted for all of the above posts except for the post of Chief Operations Officer.

Closing date all the above posts: 29 May 2015

EDITORS AND/OR DRAFTERS FOR THE PUBLIC PROTECTOR SA DATABASE

This is a request to call appropriately qualified and experienced individuals to submit their names and portfolios to the Public Protector SA for placement on our database as editors and/or drafters (NO COMPANIES – ONLY INDIVIDUALS). The specifications include:

- (i) The drafting, formatting or editing of any document, policy, procedure, regulatory document or report of the Public Protector SA as required;
- (ii) Evaluation of technical and grammatical accuracy of Public Protector SA documents, including checking of text to ensure that it is well written and logically structured and that the correct grammar and/or format has been used;
- (iii) Redrafting and/or correcting of documents as necessary.

Required qualification: A tertiary qualification in English, Law, publishing, media or journalism.

7 years' experience in policy writing, legal editing, editing or publishing, as well as legal articles will be advisable.

For registering on the database for drafting or editing legal documents, experience for more than 5 years on an executive level in a Corporate Legal Services Unit, or five years post-admittance as a practicing attorney or advocate will be required.

The Public Protector SA will reserve the right to select a limited number of consultants to be placed on the database, depending on the level of skills and experience sourced through this advertisement.

Your application should include the following documentation: Curriculum Vitae with contactable References; Certified copy of Identification Document and email to AvrilA@pprotect.org

LEGAL EDITORS FOR THE PUBLIC PROTECTOR SA DATABASE

This is a request to call appropriately qualified individuals to submit their names and portfolios to the Public Protector SA for placement on our database of legal editors and/or drafters (NO COMPANIES – ONLY INDIVIDUALS). The specification includes:

- i) Edit all draft Public Protector SA documents earmarked for publishing and distribution in the public domain

- ii) Evaluate the technical and grammatical accuracy of The Public Protector SA publications including but not limited to investigation reports, organisational documents and presentations
- iii) Check text to ensure that it is well written and logically structured; correct grammar and spelling; ensure the documents are in line with the “The Public Protector SA house-style”; raise queries with the author
- iv) Ensure that all documents are properly formatted per set standards
- v) Take cognisance of potential legal anomalies
- vi) Ensure that technical or specialised information is presented accurately and verify sources used.

Requirement Qualification: • An appropriate 4 year legal qualification or equivalent legal qualification • A minimum of 2 years relevant legal editorial experience • Microsoft Word proficient • Excellent command of the English language • Experience in a related subject such as English, Media or Journalism in the legal field and experience in editing or published legal articles or works.

• **Skills, Knowledge and Competencies:** This position requires excellent written English, including good spelling and grammar • Be aware of new developments in matters relating to The Public Protector SA • Demonstrate good judgement in developing appropriate narratives • A meticulous approach to work and an eye for detail • The ability to maintain high quality work while meeting tight deadlines • A love of and feel for language.

The Public Protector SA will reserve the right to select a limited number of legal consultants to be placed on the database, depending on the level the qualification, level of skills and experience source through this advertisement.

Your application should include the following documentation: Curriculum Vitae with contactable references; certified copy of Identification Document and email to AvrilA@pprotect.org

Closing date all the above posts: 29 May 2015

Enquiries: Ms Avril Ackers @ AvrilA@pprotect.org

STUDENT VOLUNTEERS: THE PUBLIC PROTECTOR SOUTH AFRICA

The Public Protector South Africa invites full time Senior Law students from any of the South African universities, who are interested in volunteer work during July and/or December holidays, to submit application letters and curriculum Vitae for consideration.

Interested students are requested to indicate in their application letters, their preferred Public Protector South Africa Office (National, Provincial or Regional) for placement. Students are further requested to indicate if they are interested in holiday work during December.

Kindly note that the submission of applications does not guarantee placement and that no salary and/or benefits will be paid if selected. Own transport and laptop will be required.

Applications should be e mailed to Ms Violet Setlthodimela on violets@pprotect.org

For more information, please contact Ms Setlthodimela on (012) 366 7099.

Closing date: 25 May 2015
