

V A C A N C Y

Chief Operations Officer (Re- advertisement)

Location: Head Office Pretoria, Reference: PPSA 01/03/2023

Remuneration Package: R1, 343 568 – R2, 038 500 (Salary will be in accordance with OSD determination only for Legally Qualified persons)

Permanent Position

Requirements:

A degree or equivalent qualification in any of the following fields: Law i.e. LLB or B Proc/Auditing/ Accounting/ Forensic Investigations/ Criminology/ Policing • A Postgraduate qualification in Law, Preferably a Master's Degree in Law, Business Administration, Operations Management and Admission as an Attorney or Advocate would serve as an added advantage • A minimum of 10 years' relevant experience of which 5 years should be at Executive Management or Chief Director Level • Experience in a Service Delivery environment is a prerequisite • A valid driver's license is required • Independent, impartial and objective with initiative, strong leadership qualities and the willingness to travel extensively • Investigation or research background •

Key Performance Areas (KPA's) :

Strategic and operational management, Investigations and Reporting processes, Content Management, Branch reporting to CEO, Budget planning and Management, Manage investigation business units' i.e. Complaints and Stakeholder Management, Investigations Provincial Investigations and Integration.

Skills:

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 •

Knowledge and Competencies:

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.

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 G Tyelela @ tel 012 366 7263

N: B. Candidates who previously applied need not to re - apply.

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a 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.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License and ID document.

Applications not complying with the above will be disqualified.

Correspondence will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

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 Institution.

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: 17 MARCH 2023