

# V A C A N C Y

## Chief of Staff

**Location:** Head Office, Pretoria

**Reference :** (PPSA 02/11/2023)

**All –Inclusive Package: R1, 371 558.00 – R1, 635 897.00 per annum  
(Fixed term contract linked to the term of the Public Protector)**

### Requirements:

An appropriate undergraduate degree in Law (B. Proc, LLB); or Public Administration at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) • A minimum of 8 years' relevant experience of which 5 years being at Senior Management • Must have worked in a legal environment • Must have governance and administration experience • A post graduate degree will be an added advantage • Valid driver's license • Excellent appreciation of the Public Protector mandate in line with the constitution, Public Protector Act, and other enabling legislation giving mandate to the Public Protector • Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations

### Competencies, skills and knowledge:

- Leadership skills • Strategic and analytical thinker • Excellent interpersonal, networking and communication skills (verbal and written) at a high level • Excellent computer literacy • Well-developed writing skills • Management and administration with excellent supervisory skills • Report writing skills • Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment including the Public Protector Act, the Constitution and other enabling legislation • Public Sector experience • Knowledge of legislation and regulations relevant to Public Protector South Africa • Knowledge of the functioning of government and parliament • Planning and organising skills • Project Management skills • Communication and customer service for stakeholder management as well as international relations • Ethical conduct • Accuracy • Innovator, self-starter with the ability to work independently •

### Key responsibilities:

Provide executive support to the Public Protector and Deputy Public Protector and manage and coordinate affairs of the Private Office, including staff supervision to ensure all Public Protector and Deputy Public Protector administration support needs are taken care of • Create an effective and efficient link between the Private Office and the overall administration • Quality assure submissions to the Public Protector and follow up progress on implementation of Leadership Decisions • Oversee International Relations and protocol in the Public Protector's office • Analyse investigation case load and reports and provide business intelligence reports to the Public Protector • Monitor investigations of EMEA and Special Attention Matters (SAM) • Manage and ensure compliance with statutory reporting requirements (Strategic and Annual Performance Plans and Annual report) • Oversee the interface between PPSA and Parliament (parliamentary questions, briefings etc.) • Coordinate communication between Public Protector and internal and external stakeholders • Oversee the compliance and implementation of the service delivery charter of the Public Protector South Africa • Coordinate and act as the secretariat of Leadership meetings and supervise Dashboard secretariat • Coordinate stake holder activities in collaboration with Customer and Stakeholder Management branch • Ensure that necessary research and sourcing of information is done for the Public Protector • Provide general administration and office management in the Public Protector's Office • Manage the budget and expenditure of the Public Protector's Private Office •

**Enquiries: Mr T Khunou on tel. (012) 366 7031**

**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 vacancy.

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

Applications not complying with the above will be disqualified. Correspondences 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](mailto:Applications@pprotect.org)

**CLOSING DATE: 08 DECEMBER AT 16:30**



0800 11 20 40 / 012 366 7000



[www.pprotect.org](http://www.pprotect.org)



@Publicprotector



Public Protector South Africa



PUBLIC PROTECTOR  
SOUTH AFRICA

Accountability • Integrity • Responsiveness