

VACANCY

Chief of Staff

Location: Head Office, Pretoria (Ref: PPSA 01/10/2021)

All-Inclusive Salary Package Range: R1 251, 183.00 per annum (Two (2) year fixed term employment contract)

Requirements:

An appropriate undergraduate qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) • A minimum of 8 years' relevant experience with 5 years being at Senior Management • Experience in Communications and also in providing support to the Executive Authority is preferred • 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 • Advanced stakeholder management and intergovernmental relations skill • Knowledge of Communication Strategies, 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 • Exposure in media environment.

Key responsibilities:

Provide executive support to the Public Protector and Deputy Public Protector • Serve as a link between the Public Protector and all branches of the PPSA • Quality assure submissions to the Public Protector and Deputy Public Protector and follow up progress on implementation of EXCO and Integrated Dashboard resolutions • Manage International Relations, protocol in the Private Office and Parliamentary interactions • Manage all corporate communication activities that include both external and internal communication, special programmes, marketing and corporate identity Management responsibilities • Manage media liaison and relations for PPSA • Events management: e.g. hosting of guests, media briefings, conferences, advocacy and public awareness, etc • Coordinate dashboard meetings • Oversee monitoring of investigations, particularly special attention matters (SAM) and others assigned by the Executive Authority – track compliance with investigation plans timelines • Coordinate Public Protector Good Governance (PPGG) conference held in accordance with the corporate calendar • Coordinate stakeholder forums and collaboration follow-ups with organs of states on actionable undertakings made and MOUs with stakeholders • Provide oversight on monitoring the implementation of remedial action schedule of compliance with Remedial action • Management of the operational requirements of both the Private Office and the Communication Unit

Enquiries: Mr G Tyelela, tel 012 366 7263

Note: All appointments are done in terms of the Public Protector Act. Confirmation of permanent appointment is subject to a 12 months' probation period which may be extended to a period not exceeding 6 months. The successful candidates will be expected to sign the secrecy declaration form and a 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 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 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. Successful candidates will be required to enter into a performance agreement and sign a financial disclosure annually. 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).

Note: Candidates needs to meet the requirement for a Top Secret Security Clearance.

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: 25 October 2021, 16:30