

# V A C A N C Y

## Investigator: Investigations Branch

Reference: PPSA 02/09/2022

Location: Head Office, Pretoria

All-inclusive salary package: R 414, 390.00 per annum

### Requirements:

A degree or National Diploma in any of the following fields: Law/Auditing/Accounting/Forensic Investigations/Policing • Minimum three(3) years Investigation experience or experience in a related field such as Auditing and Compliance • Good understanding of legislative prescripts that give mandate to Public Protector SA • Computer literacy • Understanding of South African Public Service Administration • Knowledge and application of Case Management System (CMS) or other computer management system • Knowledge of auditing or investigation techniques • A valid driver's license • Fluency in English and other official language relevant to the Province/Region.

### Competencies, Skills and Knowledge:

Knowledge of Good Governance • Excellent negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation • Knowledge of Case Management or similar computerised management system • Report writing skills • Project Management skills • Forensic investigation skills will be an advantage • Effective general management and administration skills in addition to above • Ability to timeously resolve queries and finalise investigations, and make recommendations to effectively address maladministration and correct service delivery failure • Legal research and interpretation • Production of high reports • 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.

### Key responsibilities and duties:

Conduct Investigations or complaints relating to maladministration in state organs and parastatals, abuse or unjustifiable exercise of power or other improper conduct or undue delay by persons performing a public function, and any act or omission by persons in the employ government which may result in improper prejudice to any person • Give complainants feedback on progress made. Investigate and finalize allocated cases within the stipulated turnaround times. Apply ADR mechanisms • Monitor Implementation of the remedial action of the Public Protector • Submit prescribed accurate and complete monthly and quarterly statistical reports to the supervisor • submit closing reports/letters to the supervisor within timelines set in the investigation plan.

**Enquiries: Ms M Molokomme, at tel: (012) 366 7144**

**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 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.

**People with Disabilities will be given preference.**

Please direct your application, stating the relevant reference number as follows:

For the attention of **Ms M Molokomme** by email to **Applications@pprotect.org**

Please also quote the position and reference number on the email subject line when applying.

**CLOSING DATE: 30 September 2022 AT 16:30**