

V A C A N C Y

Investigator

Location: Northern Cape, Upington Regional Office (Reference: PPSA 02/01/2024)

Basic Salary per annum plus benefits: R424, 104.00 plus benefits or R 458, 307.00 per annum plus benefits (In line with OSD)

Requirements:

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

Competencies

Knowledge of Good Governance principles • 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 appropriate recommendations to effectively address maladministration and correct service delivery failures • Legal research and interpretation of statutes • Production of high quality reports • Must have strong ability to initiate hearings, gather information and evidence • 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:

Conduct investigations on maladministration, undue delay and conduct failure using various investigation techniques in accordance with PPSA service standards • Prepare Investigation Plans for each allocated matter • Apply Alternative Dispute Resolution (ADR) process to resolve reported complaints • Keep complainants informed of the progress of the investigation • Prepare letters, memos and reports and submit to the supervisor within timelines set in the investigation plan • Submit prescribed accurate and complete monthly and quarterly statistical reports to the supervisor •

Enquiries: Ms L Mabile on tel. (053) 831-7766

Note: All appointments will be done in terms of the Public Protector Act and a 12-month probation period which maybe 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.

A successful candidate 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 (matriccertificates, 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).

Preferences will be given to the candidates whose appointment or promotion meets the requirement for Employment representivity in the institution.

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

For the attention of Ms L Mabile by email to ApplicationsNC@pprotect.org

CLOSING DATE: 26 January 2024, 16:30



0800 11 20 40 / 012 366 7000



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