

V A C A N C Y

Investigator x 2

Location: Johannesburg (Reference: PPSA 01/06/2024)

Basic Salary per annum plus benefits : R444, 036.00 plus benefits or R 479, 847.00 per annum plus benefits (In line with OSD dispensation for the legally qualified)

Requirements:

A degree or National Diploma in any of the following fields: Law/Auditing/Accounting/Forensic Investigations/Policing • Minimum of 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 and skills :

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 •

Duties :

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. S Thobakgale on tel (011) 492 2807

Note: All appointments will be done in terms of the Public Protector Act.

The successful candidates will be expected to sign the declaration of secrecy form.

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 3months) copies of qualifications (matric certificates, certificates of qualifications), and ID document.

Applications not complying with the above will be disqualified.

Correspondence will be limited to the short-listed candidates and 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 **Ms S Thobakgale** by email to ApplicationsGP@pprotect.org

CLOSING DATE: 28 JUNE 2024 @ 16:30



012 366 7000



www.pprotect.org



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