



The following vacancy exist within the Public Protector South Africa

EXECUTIVE MANAGER: PROVINCIAL INVESTIGATIONS AND INTEGRATION

(REF: PPSA11/18/1)

ALL- INCLUSIVE SALARY PACKAGE RANGE: R1 221.633 – R1 853 499 PER ANNUM

LOCATION: HEAD OFFICE, PRETORIA

Requirements: Postgraduate qualification in Law, Preferably an LLB Degree or an LLM Degree. Admitted Attorney, Advocate or a combination of the two. A minimum of 10 years' related experience of which 5 years should be at Senior Management Level. Experience in service delivery environment is a prerequisite. Independent, impartial and objective with initiative, strong leadership qualities and the willingness to travel extensively • An investigation or research background. A valid driver's license is required.

Skills, Knowledge and Competencies: Analytical thinking, Leadership skills, Management, Negotiation, Presentation and Facilitation skills, Verbal and written communication including liaising with the Media. Manage and adapt to change and diversity, and innovative, mentor employees. Advice and influence decisions and policies. Research and report writing skills. In depth knowledge and understanding of the Legal Framework including knowledge of the Public Protector Act, Constitution of the Republic of South Africa and other enabling legislation, the Public Administration, Local Government, and Public Finance: In depth knowledge of Finance and procurement, HR matters; Effective investigation and interview techniques and protocols in public administration; Reporting procedures; Project management; Legal interpretation and research methodology; Ombudsmanship.

Key Performance Areas (KPA's)

Strategic and operational management, Investigations and Reporting processes, content management, Branch reporting to the Chief Operations Officer(COO), Budget planning and management.

Duties and Responsibilities: To manage the Branch: Provincial investigations and Integration. Development and implementation of the Branch Strategy Plan. Assist the Public Protector in coordinating and processing the investigations activities and functions of provincial offices and centralising enquiries from the provincial offices. To ensure that the Operational Plan of the Branch is aligned with the overall strategy plan of the PPSA. To manage the human resources and finances of the Branch: Provincial Investigations. To identify, establish and maintain effective and collaborative working relationships and networks with Chapter 9 and other relevant stakeholders. To advise on, guide and monitor more complex and sensitive cases in the Provinces. To screen draft investigation reports and project plans for submission to the Public Protector. Oversee the secretarial and support duties to the Think Tank Committee. To collate and interpret operational and statistical reports and advise the Executive Authority accordingly. Responsible for files, office furniture, and other state assets under the control of the Branch: Provincial Investigations. Collate and

analyse monthly statistics on performance and case load from the provincial offices and make recommendations to the Public Protector and Chief Operations Officer. Develop, maintain and monitor effective communication between the Provincial Offices and the National Office. The management and, coordination of integrated service delivery in Provinces. Ensure integration and consolidation of performance of Provincial Investigations. Ensure the implementation and coordinate transparent systems of Financial, Risk management and internal controls in Provincial Offices. Oversee the consolidation, analysing of quarterly performance reports of Provinces. To perform ad hoc tasks and to serve in committees as and when required. Oversee the conducting of quality assurance in respect of Provincial Investigations.

Enquiries: Mr G Tyelela @ tel 012 366 7079

Note: All appointments will be done in terms of the Public Protector Act and a 6 month probation period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

All successful candidates will have to undergo security clearance; vetting and competency assessments may be conducted.

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. 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 Office.

People with Disabilities, Coloured, Indians and Females will be given preference.

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

Head Office, Pretoria for the attention of Mr T Khunou by hand to Public Protector House, 175 Lunnon Road Hillcrest Office Park, Hillcrest, Pretoria. Or by e-mail to Applications@pprotect.org

Closing date: 23 November 2018