V A C A N C Y

Manager: Executive Support

(2 year fixed – term contract)

Reference: PPSA 01/04/2022

Location: Head Office, Pretoria

All-inclusive salary package: R 744, 255.00 per annum

Requirements:

An appropriate National Diploma or Bachelor's degree (preferably with Business Management/Public Management/Public Administration/Office Management) is required • A Postgraduate qualification in Public Management/Business Management or Office Management will be an added advantage • A minimum of 5 years relevant work experience is required of which 3 years should be in a support role to a Senior Executive • Knowledge of PFMA, Treasury Regulations and other relevant legislative frameworks is essential • Training in MS Word, Excel, PowerPoint, Access or Project • Protocol knowledge, Good report writing skills and a valid code driver's license.

Competencies, skills and knowledge:

Knowledge of Public Service legislation • Project management skills • Ability to maintain a high level of confidentiality • Attention to Detail • Networking skills • Problem solving skills • Excellent interpersonal and communication (both written and oral) skills.

Key responsibilities:

Establish and maintain all administrative processes and systems in the Executive Office • Establish and maintain systems and processes for the tracking, monitoring and evaluation of the implementation of all documents and administration in the Executive Office • Undertake the quarterly collation of directorate operational reports including the analysis thereof in relation to expected outcomes and deliverables • Co-ordinate, facilitate and undertake the processes for writing, submissions and reports for the Executive Office • Coordinate the workflow in the Executive Office. Ensure fast and excellent service delivery from the Executive Office • Create and maintain a records and document management system for the Executive Office • Liase with management to inform them of any instructions of the Executive Authority and follow up on Executive decisions • Uphold the PPSA values in the Executive Authority's Office • Undertake any reasonable duty as requested by the Senior Manager: Executive Support • Guide, lead and direct subordinate staff members • Assist with the preparation and management of the Executive Office budget • Ensure compliance and adherence to PPSA procurement processes • Provide regular feedback to the Senior Manager: Executive Support regarding operational responsibilities • Ensure proper record keeping. Prepare weekly, monthly and quarterly reports.

Enquiries: Mr T Khunou on tel (012) 366-7031

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 2 months of appointment.

All successful candidates will have to undergo security clearance and vetting.

The Public Protector South Africa 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.

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: 22 APRIL 2022 AT 16:30