

V A C A N C Y

Manager: Knowledge Management and Research (Re-advertisement)

Location: Head Office, Pretoria (Reference: PPSA 02/03/2023)

All – inclusive Salary Package: R766, 584 – R903, 006 per annum

Requirements:

An appropriate degree in Library, Knowledge Management and/or Information Management Sciences at National Qualification Framework (NQF) Level 7 as recognised by South African Qualifications Authority (SAQA) • An LLB degree or four year law degree will be an added advantage • Minimum of 5 years' experience in Knowledge Management of which 3 should have been in a supervisory role • Investigation or experience in information services/knowledge management and research background is essential • Drafting, research, and managing knowledge/information services at a senior level of an organisation is a must • Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern – as well as inform key strategic trends in knowledge and information management the Public Administration • A valid driver's license •

Competencies, skills and knowledge:

This position requires an individual who is professional, objective, neutral, and attentive to detail, an accomplished legal researcher who possess exceptional writing skills, analytical skills • Information Management Skills: including codification, content management, information processes, taxonomies, and IT applications. • Strong information technology skills, particularly using Microsoft Office, legal research databases and online legal resources. • Knowledge of administrative process and procedure with regard to the functioning of administrative bodies and organs of state • Strong communication skills • Strong legal writing, research and analytical skills with excellent attention to detail • Dispute resolution skills • Client orientation and customer focus, Results-driven • An ability to manage tight deadlines • An ability to think independently and drive projects • Ability to research and write opinions and give advice to internal and external stakeholders • Strong experience of the management of or development of research services/projects •

Duties :

Identify, develop and implement effective Information and Knowledge Management strategies, systems, framework, operational plans and policies • Promoting knowledge sharing through the organization's operational business processes and systems by, among others, developing and establishing links between knowledge sharing and the information systems and communication technologies • Manage information assets, physical and virtual environments to deliver information services • Establish and implement Information Management practices for publication, categorization and processing Public Protector Reports in accordance with PP mandate areas • Develop, maintain and manage Institutional Regulatory Code for Public Protector South Africa • Render support to the institution's leadership on research and drafting of research papers, concept documents and providing comments and contribution towards legislative measures affecting PP mandate or operations • Provision of management regarding documentation and, publication and dissemination of research findings • Provide and maintain tools and research support services to Investigative units • Assist with providing research support including responding to requests for legal research and information • Develop database on relevant sources of information and a precedent system for cases in the office • Assume responsibility for management of information and preserve knowledge • Manage staff •

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

N.B Candidates who previously applied need not to re-apply

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 vacancy.

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.

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: 17 MARCH 2023

