

V A C A N C Y

Outreach Officer (Re-advertisement)

Location: Western Cape, George Regional Office
Reference: 11/01/2023
Basic salary: R424, 104.00 per annum plus benefits

Requirements:

A 3 year National Diploma or NQF qualification in any of the following, Paralegal/Legal Assistance/Marketing/Public Relations/Communications or Journalism • Minimum of three(3) years relevant working experience in Outreach, Public Relations, Communication and Marketing, advocacy work, awareness and public education campaigns, Complaints and Customer Care • Good understanding of legislative prescripts that give mandate to Public Protector SA • A valid driver's license • Fluency in English and other official language relevant to the Province/Region (Preferably Afrikaans) .

Skills ,Knowledge and Competencies :

Excellent Negotiation and Networking skills • Excellent Interpersonal skill • Communication, facilitation and presentation skills • Planning and organising skills • Problem solving skills • Adequate computer literacy • Basic knowledge and understanding of Alternative Dispute Resolution, Logistics and Event Management • Ability to work under pressure, to motivate and communicate with people at all levels and act independently in a team • Service delivery and customer orientated • Professional and self-motivated.

Key responsibilities and duties:

- Promote awareness and access to the Public Protector's Office • Manage and maintain stakeholder relations and collaborations in the region • Assist with the development and implementation of the Outreach Programme • Conduct clinics, information sessions, workshops and radio presentations on the mandate of the Public Protector's Office • Establish networks to assist in implementing the Outreach Programme • Liaise with relevant stakeholders to do preparation for Outreach activities • Manage Logistics for the Public Protector events in the region/province • Prepare evaluation and impact assessment reports for Outreach Education and Communications activities • Promoting and marketing Public Protector's office's services to communities • Establish networks to assist in implementing the Outreach Programme • Compile, collate and submit monthly, quarterly and annual statistical reports on outreach • Attend to all complainants during outreach events and assist in registering complaints in terms of Public Protector's Office's processes and procedures • Assist with investigation and inspection in loco, Monitor implementation of remedial action •

Enquiries: Mr. S Mogotsi on tel (021) 423 8644

Note: Candidates who previously applied for the position need not to re-apply as their applications will still be considered.

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 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 vacancies.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications) a valid driver's license and ID document.

Applications not complying with the above will be disqualified. Correspondence 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. S Mogotsi** by email ApplicationsWC@pprotect.org

Please also quote the position and reference number on the email subject line when applying.

Closing date: 18 JULY 2023



012 366 7000



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