

# V A C A N C Y

## PROVINCIAL REPRESENTATIVE X2 POSTS

1x Location: Western Cape, Cape Town (Ref: PPSA 05/09/2021)

1x Location: Eastern Cape, Bhisho (Ref: PPSA 06/09/2021)

All-inclusive package: R1, 285 158.00 per annum

### Requirements:

A degree or equivalent qualification in any of the following fields: Law i.e. LLB or B Proc/Auditing/ Accounting/ Forensic Investigations/ Criminology/ Policing. A post graduate qualification in Public Administration and in any of the above mentioned fields will be an added advantage. Eight (8) years' relevant work experience, of which 5 years should have been at Management level • Knowledge of auditing or investigation techniques • Project Management skills • Advanced communication skills • Proven drafting and report-writing skills • The ability to work long hours and under pressure • Ethical conduct • Integrity • Service delivery/Customer orientation • Innovation • A valid driver's licence is compulsory • Attention to detail • Experience in a service delivery environment will be an added advantage.

### Knowledge and skills:

Computer literacy • Knowledge of public procurement and recruitment processes • Excellent people skills and interpersonal relations • Excellent leadership and management skills • In depth-Knowledge of the functioning of State institutions/organs of State, Government and Parliament • Analytical thinking and skills • Legal Drafting, Interpretation and Research skills • Knowledge of forensic investigations and/or internal auditing • Problem solving skills • Good Communication skills • Planning and Organising skills • Networking skills • Strategic Planning • Financial management skills • Working knowledge of the PFMA and Risk management.

### Key responsibilities:

The appointee will: Give strategic direction and leadership to the Western Cape / Eastern Cape Provincial Office and ensure the achievement of PPSA strategic objectives. • Manage investigations in line with prescribed turnaround times to ensure speedy resolution • Investigate maladministration in state organs and parastatals • Make remedial actions and monitor implementation of the Public Protector's remedial action • Deal with complaints, resolve, rectify and report maladministration • Monitor the implementation of Project/Investigation plans and conduct research • Conduct investigations, including forensic investigations and supervision thereof • Analyse and interpret evidence (including financial reports) • Oversee collating of information for reporting and produce reports for all investigations, hearings and mediations • Make presentations and negotiate on behalf of the Public Protector at a strategic level without fear, favour or prejudice • Apply ADR mechanisms, initiate and conduct hearings • Guide and supervise senior investigators and investigators and monitor the workload and management of complaints • Conduct legal research • Conduct quality assurance on all investigations and statistical reports.

**Enquiries: Mr T Khunou, tel (012) 366 7031**

**Note:** All appointments will be done in terms of the Public Protector Act. PPSA employees are subjected to a 12 month probation period which may be extended for a period of not more than 6 months. 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 vacancy. 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.

**Separate applications should be submitted if you will be applying for both positions.**

**People with Disabilities and females will be given preference. Please direct your application, stating the relevant reference number as follows:**

For the attention of **Mr T Khunou** by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

**CLOSING DATE: 17 SEPTEMBER 2021, 16:30**