



The following vacancies are available within the Public Protector South Africa.

**Senior Manager: Executive Support
(Fixed term contract linked to the term of the Public Protector)**

(Ref: PPSA 01/05/2019)

Location: Head Office, Pretoria

All-inclusive package: R1 005 063.00 per annum

Minimum Requirements: A 3 year National Diploma/B degree in Public Administration, Business Administration/Management, Finance, Accounting or related field • A legal degree will be an added advantage • A minimum of 8 years relevant experience with 5 years of middle management experience of which 3 years must have in the role of providing support to the Executive Authority, Deputy Minister or Authority with similar responsibilities.

Competencies and Skills: Experience in supervising diverse staff, Experience in compiling and managing budgets, Excellent verbal and written communication skills • Advanced leadership skills, Excellent knowledge of interpreting concepts into operational activities • Knowledge of the PFMA, Treasury Regulations, Project Management Skills, Knowledge of Legislation and Regulations relevant to the Public Protector South Africa, Knowledge of functioning of government and parliament, Knowledge of HRM, SCM and Finance processes • Planning, Organising, project management, Analytical thinking and Problem solving skills • Ethical conduct, Accuracy, Excellent writing and reporting skills, Excellent negotiating skills, Innovator, Ability to work independently.

Key Responsibilities: Reporting directly to the Public Protector, the incumbent will: Provide Executive Support to the Office of the Public Protector and the Deputy Public Protector in order to enable effective oversight role of the Executive in the functioning of the whole institution • Provide administrative and office support to the Public Protector and Deputy Public Protector • Provide secretarial services in the Executive Office by developing, implementing and monitoring relevant strategies, policies, procedures, systems and Standard Operating Procedures (SOP), Manage information flow and correspondence in the Public Protector Office, Prepare and manage the budget of the Private Office, monitor expenditure and liaise with the Finance unit staff, Ensure compliance of the Private Office with supply chain

processes • Responsible for performance management of staff in the Public Protectors Office • Coordinate and act as the Secretariat of Exco meetings, ensure preparation and coordination of agenda items and documents for discussions at Exco meetings, ensure taking, recording, safe record keeping, distribution and follow up on implementation of Exco decisions • Manage Think Tank processes, i.e., preparation, coordination and recording of meetings, ensure approval and implementation of decisions and remedial action on Think Tank Register • Develop and ensure implementation of the operational plan of the Public Protector's office • Conduct Research and source information for the Public Protector, Classify and synthesise information and documents for the Public Protector • Summarise and encapsulate information for the Public Protector and highlight important points • Observe Office Protocol at all times.

Enquiries: Mr T Khunou @ tel 012 366 7031

Senior Investigator

(Permanent)

(Ref: PPSA 02/05/2019)

Location: KwaZulu Natal, Durban Office

All-inclusive salary package: R899, 016.00 per annum

Requirements: • An LLB degree or other appropriate legal qualification • A minimum of five years' investigation experience. • Good understanding of legislative prescripts that give mandate to Public Protector SA • Training on and good understanding and experience in the application of Microsoft Office applications • Understanding of South African Public Services Administration • Good understanding of the principles of governance and administration in the public sector. Knowledge and application of Case Management System (CMS) or other computer management system • A valid driver's licence and willingness to travel extensively • Fluency in English and other official language relevant to the Province/Region.

Experience: Investigations including Forensic Investigations. Report writing. Supervisory experience will be an added advantage.

Skills: • Interviewing skills • Knowledge of good governance • High level of negotiation skills • Alternative Dispute Resolution (ADR) • Research skills • Case Management • Advanced report writing skills.

Competencies: Interpretation of legal prescripts, produce high quality reports.

Key responsibilities and duties: • Conduct investigations on complaints relating to: Maladministration in state organs and parastatals, Abuse or unjustifiable exercise of power or other improper conduct or undue delay by persons performing a public function, and any act or omission by persons in the employ of government which may result in improper prejudice to any person • Apply ADR mechanisms • Must have strong ability to initiate hearings, gather information and facts • Monitor and evaluate the work of investigators • Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice • Supervise staff.

Enquiries: Adv. M Nkosi @ tel (031) 307 5300

**Manager: Information and Communications Technology
(Permanent)
(Ref: PPSA 03/05/2019)
Location: Head Office, Pretoria
All-inclusive salary package: R869, 007.00 per annum.**

Requirements: Appropriate degree or relevant 3 year qualification in ICT or related fields. A minimum of 5 years' experience in ICT environment of which 3 years should be at supervisory level that will include managing ICT support functions and back-end environment. Knowledge of SAP Business One and Case Management Systems will be an added advantage. Knowledge and understanding of ICT Governance, ICT Infrastructure Planning, Development and Management. Understanding of Business Process Re-engineering. The incumbent of this post will report directly to the Chief Information Officer.

Competencies and skills: Strategic thinking. Problem solving skills. Analytical skills. Negotiation skills. Decision making skills. Communication at all levels. Innovative. Continuous improvement. Research and development. Project Management. Human Resources Management. Ethical conduct. Excellent interpersonal skills. Management and leadership capabilities. Ability to drive and lead change.

Key responsibilities and duties: To assist the Chief Information Officer in the delivery of the Information Technology strategy and technology architectural directions as embodied in the Master Systems Plan. Leading and managing the computing environment and the overall enterprise architecture. Assist in the creation and development of plans for the ICT environment as well as the management of output. Responsible for security related to all aspects of ICT. Responsible to maintain and support Information Technology infrastructure and platforms. Oversee and manage the development and implementation of the Case Management System. Responsible for the management of outsourced contracts as well as general contract management concerning all ICT related matters. Enhance overall ICT capability in support of current and future organizational objectives. Ensure that servers and network are fully operational. Development, implementation and monitoring of ICT policies. Ensure that backups are performed according to backup policy and procedures. Manage business continuity and disaster recovery processes. Ensure Compliance to ICT performance standards and frameworks such as COBIT, TOGAF, and ITIL as per compliance regulatory requirements.

Enquiries: Mr H Caleni @ tel, (012) 366 7023

**Switchboard Operator
(Permanent)
(Ref: PPSA 04/05/2019)
Location: Head Office, Pretoria
Basic Salary: R208, 584.00 plus benefits**

Requirements: Grade 12 and relevant appropriate certification. 2-3 years' relevant experience. Ability to operate a switchboard.

Competencies: Good telephone etiquette. Hardworking. Good customer service skills. Ethical conduct. Computer literacy. High level of professionalism. Customer Orientation/Focus. Ability to manage many tasks at once, work against short deadlines and to remain calm and focused. Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers. Ability to maintain a high level of confidentiality.

Key Responsibilities: Answer calls using professional telephone etiquette. Transfer or direct calls to the party the caller requests or determine where the caller should be directed, based on information about the purpose of the call. Answering basic questions about the organization for callers who don't need to be transferred to another extension. Accurately noting messages and the distribution thereof. Compile and update internal/ external telephone directory. Supply basic information to clients about the functions of the office and general enquiries. Assisting with reception duties in the absence of the receptionist. Render General Administrative Support. Assisting with booking of board room and conference room. Data Capturing: switchboard statistical reports. Receive PPSA Visitors for meetings.

Enquiries: Ms J Nkabinde @ tel 012 366 7233

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.

To apply, please visit our website www.publicprotector.org for full details on this post. Applications must be accompanied by a covering letter with a detailed CV and 3

references (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 and residing in the respective Province the post is located.

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: Ms L Motlhabi; Private Bag X677, Pretoria 0001 OR hand-deliver to Public Protector House, 175 Lunnon Road, Hillcrest Office Park, Hillcrest, Pretoria

KwaZulu Natal, Durban: Ms S Zulu; P.O Box 4267, Durban, 4000 or hand deliver to 22nd floor, suite 2114, Commercial City Building, Durban

Please note that e-mailed and faxed applications will not be accepted.

Closing date: 14 June 2019