

# V A C A N C Y

## Senior Investigator: Quality Assurance

**Location:** Head Office, Pretoria (Reference: PPSA 03/08/2023)  
**All-inclusive salary package:** R991, 233.00 per annum

### Requirements:

An appropriate LLB degree or four year law degree at National Qualification Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA) • Minimum of 5 years' relevant experience in investigation coupled with legal editing or academic research • Practical experience in legal editing and/or legal research/law publications including articles published in law journals • Good understanding of legislative prescripts that give mandate to Public Protector SA • Proven experience in drafting or producing Investigation reports • Experience in the application of Microsoft Office applications • Understanding of South African Public Services Administration • The person must have an investigation or research background • A valid driver's license • Fluency in English and other official language relevant to the Province/Region

### Competencies:

Legal research and interpretation of statutes • Ability to maintain high ethical standards • The position requires an individual who is professional, objective, impartial, initiative and attentive to details • Ability to commit to the achievement and maintenance of quality work & service • Ability to think analytically and take appropriate decisions as well as to work under pressure • Intensive legal knowledge of the governmental structures and responsibilities of each structure and the jurisdiction and authority of the Public Protector South Africa's Office.

### Key responsibilities:

Exceptional writing skills, Research and Interpretation skills • Knowledge of good governance • Project Management and Administration skills • Personable with excellent verbal and written communication skills • Drafting, formulation and editing skills • Case Management • Training •

### Key responsibilities and duties:

Full Bench administration • Act as Secretariat of the Full Bench Committee • Effectively and efficiently manage Full Bench Committee procedures and processes by convening meetings • Screen all draft investigation reports for the Full bench Committee and for adherence to Full Bench Committee operational manual and provide guidance • Ensure responses/inputs made on investigation reports are followed up with relevant investigators within set timeframes • Conduct possible research on investigative reports and ensure final editing of reports is completed • Ensure that investigative reports sent to the Public Protector by all Investigators meet the reporting standards and are of good quality • Conduct training on relevant subjects and best practices on research and report writing •

### Enquiries: Ms P Moota on (012) 366 7020

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 vacancies.

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 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 **Ms P Moota** by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

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

**CLOSING DATE: 25 AUGUST 2023**



0800 11 20 40 / 012 366 7000



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