

V A C A N C Y

Investigator

(Permanent)

Location: **Mpumalanga, Nelspruit**

Reference: **Ref: PPSA 03/05/2021**

Basic salary: **R408, 267.00 per annum plus benefits**

Requirements:

LLB or a three-year tertiary qualification in Law/Forensic Investigation/ Auditing or any other recognized three-year investigation related tertiary qualification • Minimum three(3) years Investigation experience or in a related field • Good understanding of legislative prescripts that give mandate to Public Protector SA • Computer literacy • Understanding of South African Public Service Administration • Knowledge and application of Case Management System (CMS) or other computer management system • A valid driver's license • Fluency in English and other official language relevant to the Province/Region.

Skills:

Knowledge of good governance • Excellent negotiation, mediation and conciliation skills (Alternative Dispute Resolution) • Legal research skills • Legal interpretation • Knowledge of Case Management or similar computerised management system • Report writing • Project Management • Forensic investigation skills will be an advantage • Effective general management and administration skills in addition to above.

Competencies:

Ability to timeously resolve queries and finalise investigations, and make recommendations to effectively address maladministration and correct service delivery failure • Legal research and interpretation • Production of high quality reports • Must have strong ability to initiate hearings, gather information and facts • The position requires individuals who are objective, impartial and initiative. Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice.

Key Duties and Responsibilities:

Conduct Investigations on complaints relating to maladministration in state organs and parastatals: i.e. 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 • Give complainants feedback on progress made. Investigate and finalize allocated cases within the stipulated turnaround times. Apply ADR mechanisms • Monitor implementation of the remedial action of the Public Protector • Submit prescribed accurate and complete monthly and quarterly statistical reports to the supervisor. Submit closing reports/letters to the supervisor within timelines set in the investigation plan.

Enquiries:

Ms. V Shongwe, tel. **(013) 752 8543** or Cell. **067 902 4634**

Note: All appointments will be done in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

A successful candidate will have to undergo security clearance, vetting and competency assessments may be conducted.

The office reserves the right not to fill the vacancy. 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 representatively (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representatively in the Province the advertised position is in.

Applications must be accompanied by a covering letter with a detailed CV with 3 references and certified copies of qualifications driver's license and ID document

Late applications will not be considered.

Please direct your application, stating the relevant reference number as follows: For the attention of Ms. V Shongwe by email to **ApplicationsMP@pprotect.org**

Closing date: **21 May 2021**

