

V A C A N C Y

Senior Investigator

Location: **Head Office, Pretoria**
Reference: **Ref: PPSA 05/06/2021**
Basic salary: **R899, 016.00 per annum**

Requirements :

An LLB/Law degree or other appropriate Investigation qualifications i.e. Forensic Investigation/Policing/Internal Auditing • A minimum of five years' investigation experience. • Good understanding of legislative prescripts that give mandate to Public Protector SA with emphasis on the Executive Members' Ethics Act and Protected Disclosures Act • 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, Good understanding and knowledge of public procurement law. Knowledge and application of Case Management System (CMS) or other computer management system • Knowledge and understanding of financial management system (forensic audit). A valid driver's license 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 • Proven 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 • Participate in resolving all systemic administrative deficiencies or interventions relating to service delivery and incidents of maladministration and corruption • 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 :

Mr. Rodney Mataboge , tel. **(012) 366 7015**

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.

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

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(where required) 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. **People with Disabilities will be given preference.**

Late applications will not be considered.

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

Closing date: **18 June 2021 at 16:30**

012 366 7000
0800 11 20 40

Registration2@pprotect.org

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