



Office of the Public Protector

EXECUTIVE MANAGER: OUTREACH, EDUCATION AND COMMUNICATION

(5-year performance-based contract) (Ref: OPP 02/08/10)
• Pretoria • All-inclusive salary package:
R790 953 - R959 871 per annum

Requirements: • Postgraduate qualification in Communications, Public Relations and Marketing Management with additional courses in Development Studies, Public Administration • 10 years' relevant experience in community work, development facilitation including public awareness and community outreach work, marketing, media briefing, events management, speech writing, report writing, editing, monitoring, evaluation and research • Experience in the field of human rights and social service delivery would be advantageous • Proficiency in at least 3 of the indigenous languages is a requirement • A valid driver's licence.

Competencies, Skills and Knowledge: • Excellent business communication skills • Networking, presentation and facilitation skills (speech/verbal and written) • Journalism, marketing and interpersonal skills • Report writing • Speech writing • Editing • Exceptional analytical and interpretation skills • Ability to work under pressure and meet deadlines • Excellent planning and organisational skills • Policy formulation, leadership and management skills • Ethical conduct • Ability to liaise with staff at all levels within the organisation • Service delivery orientated knowledge and experience in applicable legislation • Ability to think strategically.

Key Responsibilities: • Development, implementation and monitoring of the communication and marketing strategies for advocacy and outreach programmes by coordinating and supporting the activities of the outreach programme nationally and facilitate the interactions between the programme activities and the provincial plans of the Public Protector's Office • Oversee, facilitate and coordinate work of video team, graphic designers, web designers, media liaison, media briefing, speech writing, media responses, dissemination of newsletters, press release, complaint lodging, etc. • Responsibility for internal and external communications • Market the Public Protector's Office's services to all communities, reaching out to the 44 million plus citizens • Regularly conduct site visits to communities for the purposes of developing awareness campaigns, organisational capacity and programme support • Provide a point of reference for inter/intra provincial and national collaboration on the outreach programmes and campaigns • Develop a profiling and branding strategy for the OPP • Compile and consolidate outreach, communication reports on a monthly, quarterly basis • Conduct impact analyses and assessments for the effectiveness of the programmes • Market the Public Protector's Office services to the citizen and all communities ensuring accessibility of Public Protector's Office services by all communities.

Enquiries: Mr T. Mthethwa at tel: (012) 366-7134

CHIEF INTERNAL AUDITOR

(5-year performance-based contract) (Ref: OPP 01/08/10)
• Pretoria • All-inclusive salary package:
R652 572 - R780 228 per annum

Requirements: • Postgraduate qualification in Auditing, Accounting, Law, BCom degree with CIA or CA (SA) or BCom Law LLB/CA/MBA • Minimum of 8 years' experience (preferably Internal Auditing) of which at least 3 years at Internal Auditing Management level • Working experience and knowledge in financial management, auditing, accounting, taxation, human resources, project management, strategic planning and business re-engineering and use of technology • Experience in purchase accounting, divestitures, public filings, leasing, cash flow statements, fraud and forensic accounting, financial planning and risk/legal management processes • Advanced computer literacy • A valid driver's licence.

Competencies, Skills and Knowledge: • Accounting and auditing skills • Financial management skills • Excellent communication (verbal and written) and interpersonal skills • Report writing • Exceptional analytical and interpretation skills • Ability to interact confidently and negotiate at all levels of management, both within the Public Protector's Office and externally with stakeholders • Ability to cope and work under pressure and meet deadlines • Excellent planning and organisational skills • Policy formulation, leadership and management skills • Ethical conduct • Ability to lead, motivate and liaise with staff at all levels within the organisation and to contribute to a team orientated environment of change and improvement • A good understanding and appreciation of business controls, systems, procedures and risk management • Operational and hands-on • Service delivery orientated • Knowledge and experience in applicable legislation • Professional attitude and sound judgement • A self-starter, diplomatic, firm and ability to think strategically.

Key Responsibilities: • Establish and implement a corporate-based Internal Audit function • Develop, implement and maintain the 3- or 5-year audit plan and ensure that all business units are covered by the plan • Develop Auditing strategies, systems, processes and procedures for the office • Audit execution within established budgets and timelines • Responsible for development and implementation of risk management, strategies, policies, processes and procedures • Perform a holistic risk assessment of all the business units of the Public Protector's Office, for the Internal Audit unit's annual planning process • Liaise with and advise the Public Protector, Audit Committee, Executive Management, Business Units and Auditor-General on audit matters • Review processes to provide management with an assessment of business risk, internal controls, and the overall effectiveness and efficiency of the audit processes • Promote awareness of risk management and implement value-added Internal Audit activities that identify opportunities and enable improved Office risk management • Provide regular feedback on the progress against the Internal Audit plan • Assist and advise management of the Public Protector's Office on all audit-related queries • Support all core business • Collate, consolidate, analyse and interpret statistical reports for submission to the Auditor-General • Monitor the submission of quarterly/annual reports from the provincial representatives • Keep abreast with Public Protector's mandate, organisational, procedural and business process changes and adapt plans to cover changed activities • Manage and investigate ethical-related issues • Ensure compliance with the Standards for Professional Practices of Internal Auditing.

Enquiries: Mr T. Mthethwa at tel: (012) 366-7134

SENIOR MANAGER: EXECUTIVE SUPPORT

(5-year performance-based contract) (Ref: OPP 03/08/10)
• Pretoria • All-inclusive salary package:
R652 572 - R780 228 per annum

Requirements: • An appropriate B degree or equivalent qualification, a Legal qualification is preferable • Relevant experience with a minimum of 8 years' management or supervisory experience • Advanced leadership skills • Excellent knowledge of interpreting concepts into operational activities • This position reports directly to the Public Protector • Accredited courses/diplomas or degrees within Management/Financial/Social Sciences/Legal fields would also be advantageous • In-depth knowledge and understanding of PFMA • Proven application of PFMA • Knowledge and understanding of the constitutional mandate, vision, mission and values of the Public Protector's Office and Public Protector Act.

Competencies, Skills and Knowledge: • Strategic and analytical thinker • Excellent interpersonal, networking and communication skills (written and verbal) at a high level • Excellent computer literacy • Management and administration with excellent supervisory skills • Report writing skills • Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including the Public Protector Act, Constitution and other enabling legislation, the Public Administration, Local Government and Public Finance Acts • Expert in administration • Public Service experience • Knowledge of legislation and regulations relevant to the OPP • Knowledge of the functioning of government and parliament • Knowledge of HRM, SCM and Finance • Planning and organising skills • Project management for core functional units • Communication and customer service for stakeholder management as well as international relations • Strategic thinking and problem solving • Ethical conduct • Accuracy • Excellent writing and negotiation skills • Innovator, self-starter and ability to work independently.

Key Responsibilities: • Manage International Relations and Protocol in the Public Protector's Office • Oversee the development of policy in the Public Protector's Office • Coordinate the investigations and administration in the Public Protector's Office • Investigations functions • Coordinate the mandate, functions and administration of the Office • Special Attention Matters (SAM) and Ordinary Investigations • Coordinate and implement strategic planning processes • Review institutional performance and parliamentary queries • Oversee the compliance and implementation of the OPP service delivery charter • Coordinate and act as the Secretariat

of EXCO meetings • Supervise Think Tank Secretariat • Enhance collaboration with stakeholders • Coordinate the implementation and performance of the strategic plan • Parliamentary liaison • Ensure that necessary research and sourcing of information is done for the Public Protector • Observe Office protocol at all times • Provide Executive Support and General Administration and Office Management in the Public Protector's Office • Manage staff in the Public Protector's Office.

Enquiries: Mr T. Mthethwa at tel: (012) 366-7134

ASSISTANT MANAGER: HUMAN RESOURCES

(Ref: OPP 04/08/10) • Pretoria

Basic salary: R192 540 - R232 590 per annum plus benefits

Requirements: • A recognised and appropriate three-year degree in Human Resources or equivalent qualification coupled with at least 3 to 5 years' relevant experience • At least 2 years' experience in a supervision/management position • Knowledge of legislation, policies and regulations applicable to Human Resource Management • Knowledge of and experience across the full HR spectrum • Knowledge and experience in Performance Management and Labour Relations • Experience within the Public Service would be an added advantage.

Competencies, Skills and Knowledge: • Management/supervisory skills • Excellent people and interpersonal skills • Performance driven • Good report writing skills • Excellent communication, presentation and facilitation skills • Knowledge of labour and employment law • Computer literate • Ethical conduct • Good organising ability • Service oriented • Strong and solid administration and organisational abilities • Ability to liaise at all levels.

Key Responsibilities: • Responsible for HR operations, systems and administration • Assist with the development, implementation and monitoring of HR policies • Implement and facilitate sound labour relations • Manage, facilitate and administer the implementation, monitoring and reporting on the Performance Management and Development System • Facilitate and manage recruitment and selection, organisational structure, job profiles and job evaluation and remuneration • Implement and monitor Employment Equity and Skills Development • Supervise Human Resource Practitioners and Human Resource Officers • Responsible for HR transactions and administration, conditions of service, staff benefits and other related tasks.

Enquiries: Mr S. Lentsoane at tel: (012) 366-7079

OUTREACH OFFICERS

(Ref: OPP 06/08/10) • Eastern Cape (1) • North West (1)

Basic salary: R130 425 - R153 636 per annum plus benefits

Requirements: • Appropriate 3-year paralegal/legal degree/diploma or equivalent • Knowledge of and experience in outreach, public relations, communications, public administration and marketing • Knowledge of the mandate of the Public Protector • Knowledge and understanding of the social, environmental and economic context of the relevant province • Knowledge of the applicable legislation • A valid driver's licence.

Competencies, Skills and Knowledge: • Negotiations and networking skills • Excellent interpersonal skills • Communication, facilitation and presentation skills • Planning and organising skills • Problem solving skills • Adequate computer literacy • Basic knowledge and understanding of Alternative Dispute Resolution, Logistics and Event Management • Networking and negotiation skills • Ability to work under pressure, to motivate and communicate with people at all levels and to act independently in a team • Service delivery and customer-oriented • Professional and self-motivated • Travel extensively and working long hours.

Key Responsibilities: • Promote awareness and access to the Public Protector's Office • Assist with the development and implementation of the Outreach Programme • Establish, maintain and service clinics • Liaise with relevant stakeholders to do preparations for outreach activities • Assist with stakeholder management and collaboration • Responsible for logistics and events management of outreach, education and communication • Assist in the evaluation and impact assessment of outreach education and communications activities • Assist in the development and implementation of the communications strategies • Promote and market Public Protector's Office's services to communities • Establish networks to assist in implementing the Outreach Programme • Provide logistical support in respect of outreach, activities • Conduct clinics, information sessions and workshops on the mandate of the Public Protector's Office • Assist complainants to lodge complaints • Advise complainants on Public Protector's Office's processes and procedures • Compile, collate and submit monthly, quarterly and annual statistical reports on outreach and communication activities • Perform ad hoc tasks and serve in committees as and when required • Responsible for files, office furniture, and other state assets under the control of the incumbent.

Enquiries for Eastern Cape: Advocate M. Thomas at tel: (040) 635-1286. **Enquiries for North West:** Advocate J. Raubenheimer at tel: (018) 386-1061

EXECUTIVE ASSISTANT: INTERNATIONAL RELATIONS

(Ref: OPP/07/08/10) • Pretoria

Basic salary plus benefits: R130 425 - R153 636 per annum

Requirements: • An appropriate 3-year degree qualification in Administration and/or Public Administration or equivalent qualification • PA/Secretarial and General Office Management knowledge and experience • Minimum of 3 years' experience as Executive Assistant • Experience in dealing with various stakeholders at high levels, e.g. Politicians, Presidency and Cabinet Members • Candidates must be fluent in English and French languages • Portuguese will be an added advantage.

Competencies, Skills and Knowledge: • Excellent interpersonal and people skills • Good verbal and written communication skills • Reliable and honest • Ability to organise work well delivery and service orientated, hardworking, good customer relations skills, good telephone etiquette and ethical conduct • Intermediate to advanced computer literacy, e.g. MS Access, MS Project • Project management skills • Protocol.

Key Responsibilities: • Secretarial and administrative support to AOMA Executive Secretary (Public Protector) • Responsible for African Ombudsman Mediator's Associations (AOMA) communications including preparation of letters and other documents • Provide language services in at least one AOMA official language other than English • Documents and records management • Correspondence management • Contact person for AOMA • Assist with protocol, general office management, receiving and answering calls • Assist in management of international relations • Organise and coordinate international and AOMA events/activities, conferences, workshops and meetings • Travelling arrangements including flight bookings • Diary management for AOMA Secretariat • General work or tasks assigned by the Public Protector.

Enquiries: Mr S. Lentsoane at tel: (012) 366-7079

Note: All appointments will be done in terms of the Public Protector Act and a 6-month probationary period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 3 months of accepting the position. All successful candidates will have to undergo security clearance vetting. Competency assessments may be conducted.

The Office reserves the right not to fill the vacancies. Correspondence 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 (including certified copies of qualifications and ID document). Kindly note that non-submission of required documents will disqualify your candidature.

The OPP 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. People with disabilities and females who meet the requirements are encouraged to apply.

Please direct your application, stating the relevant reference number, to: Pretoria: Private Bag X677, Pretoria 0001 or hand-deliver to Public Protector House, 175 London Street, Hillcrest Office Park, Hillcrest, 175 for the attention of Ms V. Sethlodimela; North West: PO Box 512, Mafikeng 2745 or hand-deliver to Public Protector's Chambers, corner of Martin and Robinson Streets, Mafikeng for the attention of Mr J. Raubenheimer; Eastern Cape: PO Box 1400, Bhisho 5605 or hand-deliver to Unathi House, Independence Avenue, Bhisho for the attention of Ms N. Koliati.

Please note that faxed applications would not be considered.

Closing date: 27 August 2010