

OFFICE OF THE PUBLIC PROTECTOR

SENIOR MANAGER: EXECUTIVE SUPPORT

REF (01/11/2009)

All inclusive salary package: R 615 633 per annum
(5 year performance based contract)

Requirements: An appropriate B-Degree or equivalent qualification, a Legal qualification is preferable, plus relevant experience with a minimum of eight years in management or supervisory experience. Advanced leadership Skills; Excellent knowledge of interpreting concepts into operational activities. This position reports directly to the Executive Authority. Accredited courses/diploma's 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 mission and values of the Office of the Public Protector and Public Protector Act; a legal qualification is preferable.

Competencies: Strategic and Analytical thinker: Excellent communication skills (written and verbal) at high level; Excellent Computer literacy; Administration and coordination skills. Well-developed knowledge and understanding of the administration and procedures relating to the specific working environment, including of the Public Protector Act, Constitution and other enabling legislation; the Public Administration, Local Government, and Public Finance. Expert in Business Administration. Public service experience.

Key responsibilities: To improve on Think-Tank committee procedures & processes. Implementation of the Service Delivery Charter. Deal with complaints against OPP offices (investigations conducted by the OPP). To co-ordinate File Inspections process. Facilitate Stakeholder collaboration processes. Developing and implementing a Stakeholder collaboration plan. Co-ordinate completion of 3-Year Strategy & Annual Plans. Co-ordinate completion of Branch Operational Plans. Collation and consolidation of Management Strategic Quarterly reporting. Co-ordinate inputs to Annual Reporting. Co-ordinate Annual Strategic Review. Co-ordinate the inputs to the improvement of efficiency & effectiveness of the Investigation & Outreach Processes. Co-ordinate consolidation & update the Policies into an integrated Corporate Manual. Manage Finance and Procurement Services. Provide secretarial and admin support to the Executive Authority. Consolidation of reports, minute and reports writing for Executive authority. Manage projects in the Executive Authority Office.

Enquiries: Mr. S Lentsoane, tel 012 366 7079

Note: All appointments will be done in terms of the Public Protector Act and a 6-month probationary period will be applicable. The successful candidates will be expected to sign a performance agreement.

The Office reserves the right not to fill the vacancies. Correspondence will be limited to the short-listed candidates and should you not be contacted within three months, please consider your application as unsuccessful.

No faxed applications will be accepted. Applications must be accompanied by a covering letter and a detailed CV (with certified copies of qualifications and ID

document). Please 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 representativity (race, gender and disability). The candidature of persons whose appointment or promotion promotes representativity in the office, will receive preference. People with disabilities are encouraged to apply. **Closing Date: 27 November 2009**

Please direct your application stating the relevant reference number to: Attention: Ms S Dube, Private Bag X 677 Pretoria 0083 or hand deliver to 175 Lunnon Street, Hillcrest Office Park, Pretoria .