

OFFICE OF THE PUBLIC PROTECTOR

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 : 05 June 2009
NOTE : All appointments will be done in terms of the Public Protector Act and a 6 month Probation 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. Applications must be accompanied by a covering letter and a detailed CV (with certified copies of qualifications, ID document and valid driver's licenses). Non-submission of required documents will disqualify your application.

OTHER POSTS

POST 21/283 : **INVESTIGATOR REF (OPP 2009/05/01)**

SALARY : R 172 761 per annum plus benefits
CENTRE : Free State
REQUIREMENTS : An appropriate three year legal qualification that includes the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes. Good interpersonal and communication skills. Fluency in English and an official language relevant to the specific Province. The following will serve as recommendations: Mediation and negotiation skills, computer literacy, and relevant practical experience in the field of law, local government, public administration or public finance. A valid driver's license. Competencies: innovative thinking, ability to timeously resolve queries, report writing and drafting skills, project management, negotiation and dispute resolution skills, ethical conduct.

DUTIES : Key Responsibilities: The successful candidates will be mainly responsible for the investigation of complaints against the State Administration. These responsibilities will include: Gathering information and evidence; Legal research; Drafting memorandum, correspondence and reports; Interviewing complainants and witnesses; Preparing and presenting evidence in formal investigations; Handling queries regarding the Office. Any other task as required by relevant Senior Manager.

ENQUIRIES : Ms S Griessel, tel (051) 448 6172/6185
APPLICATIONS : Please direct your application for the above post to the following address, stating the relevant reference number to: P O Box 383, Bloemfontein 9300 or hand deliver at Public Protector House, 82 Kellner Street, Westdene, Bloemfontein

FOR ATTENTION : Ms E Taylor.

POST 21/284 : **STATE ACCOUNTANT (REF. OPP 2009/05/02)**

SALARY : R117 501 per annum plus benefit
CENTRE : Pretoria
REQUIREMENTS : A three-year qualification in Accounting, Economics or Public Management and/or relevant experience • Knowledge of PFMA, Treasury Regulations • Knowledge of financial processes, procedures and internal control systems • Computer literate with sound knowledge of MS Office • Excellent written and verbal communication skills • Proactive and decisive under pressure • Solution-oriented. Competencies: • Computer literacy (MS Word and Excel) • Knowledge of Great Plains will be an added advantage • Communication and interpersonal skills • Ability to meet deadlines, exercise discretion and display initiative and integrity in dealing with financial matters • Knowledge of Public Service budgeting and budget control • Ethical conduct.

DUTIES : Key responsibilities: • administer petty cash and reconcile bank accounts • Prepare and manage electronic payments • Capture all transactions onto the accounting system • Update the fixed assets register • Perform other duties as delegated by the manager • Management of subsistence and travelling claims * check for the overall correctness, which include interalia calculations, allowances,

expenditure that may be claimed and which may not be claimed as well as supportive documentation.

ENQUIRIES
APPLICATIONS

: Ms H Ndou, Tel (012) 366-7056

: Please direct your application for the above post to the following address, stating the relevant reference number to: Private Bag X677, Pretoria 0083 or hand deliver at 175 Lunnon Street, Hillcrest Office Park, Pretoria

FOR ATTENTION

: Mr G Malobola