

**PUBLIC PROTECTOR SOUTH AFRICA**

*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 Office and residing in the respective Province the post is located. To further the objectivity of representivity within the Organisation, Women, People with Disabilities, Coloureds and Indians are encouraged to apply.*

- APPLICATIONS** : Manager: Human Resources Management, Public Protector South Africa, Public Protector House, 175 Lunnon Road Hillcrest Office Park. Hillcrest, Pretoria or by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)
- CLOSING DATE** : 24 August 2018
- NOTE** : Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your covering letter. The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. Applications received after the closing date will NOT be considered or accepted. Interviewed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS). All appointments will be done in terms of the Public Protector Act and a 6 month probation period which may be extended to 12 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and performance agreement within 3 months of accepting the position.

**MANAGEMENT ECHELON**

- POST 32/34** : **SENIOR MANAGER: FINANCIAL MANAGEMENT (REF NO: PPSA 01//08/2018)**
- SALARY** : R948 174 – R1 116 918 per annum (all-inclusive Remuneration Package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in the field of accounting, finance and auditing. A minimum of 8 years' relevant experience in which at least (5) years' experience at middle management. Extensive practical experience in the compilation, analysis and interpretation of financial statements in compliance to GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes. Working with auditors on all aspects of financial statements auditing. Budgeting and payroll management. Knowledge of the Public Service. Computer literacy and working knowledge of Caseware, SAP and MS Packages. Knowledge: Knowledge of government legal framework a leadership, programme and project management, financial management, change management and transformation, knowledge management, service delivery innovation, problem solving skills, excellent knowledge of interpreting concepts into operational activities. In depth knowledge, understanding and application of GRAP, PFMA, Treasury Regulations and National Treasury Practice Notes. Skills: Excellent business communication skills, Networking skills, Report writing skills, Strategic planning, Policy formulation, Excellent Computer literacy, Good Analytical and Interpersonal Skills, Conceptualising and coordination skills, Planning and organizing skills, Excellent presentation and facilitation skills, Excellent negotiation and persuasion skills, Excellent time management skills, Excellent interpersonal skills-Ability to relate at all levels within the organization, Excellent analytical, interpretive and logical thinking, planning and decision making abilities.
- DUTIES** : Reporting directly to the CFO, the successful candidate will be required to perform the following core functions: Management of the financial reporting process (Interim financial statements and annual financial statements). Participate in all governance structures/committees. Establishing, implementing and monitoring financial management and internal controls to ensure compliance with internal policies, GRAP, prescribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations and National Treasury Practice Notes. Managing the budget of the Public Protector South Africa and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National

Expenditure (AENE) and Estimates of National Expenditure (ENE). Management of all reconciliations. Ensure compliance to income tax laws. Manage the organisational payroll. Monitor revenue classification and reconciliation on for the submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Providing effective leadership, mentorship and management of staff within the Financial Management unit.

**ENQUIRIES**

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Mr S Maredi/Mr T Khunou at Tel No: (012) 366-7146/7111