



PUBLIC PROTECTOR
SOUTH AFRICA

Accountability · Integrity · Responsiveness

VACANCY

Investigators x2



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2x Location: Northern Cape, (Ref: PPSA02/07/2025)

Basic Salary: R468, 459.00 plus benefits for not legally qualified candidates and **R506 238.00** per annum plus benefits for legally qualified candidates

Role Overview:

The appointed candidate will report to Senior Investigator and will be responsible to conduct investigations and attend to complaints relating to: Maladministration in state organs and parastatals, and abuse or unjustifiable exercise of power or other improper conduct or undue delay by persons performing a public function

Qualifications and Experience:

- A degree or National Diploma in any of the following fields: Law/Auditing/Forensic Accounting/Forensic Investigations
- Minimum three (3) years Investigation experience and/or Forensic Investigations and Forensic Auditing
- Good understanding of legislative prescripts that give mandate to Public Protector SA
- Computer literacy
- Understanding Requirements of South African Public Service Administration
- Knowledge and application of Case Management System (CMS) or other computer management systems
- Knowledge of auditing or investigation techniques
- A valid driver's license
- Fluency in English and other official language relevant to the Province/Region

Skills, Competencies and Knowledge:

- Knowledge of Good Governance principles
- Excellent negotiation, mediation and conciliation skills (Alternative Dispute Resolution)
- Legal research skills
- Legal interpretation
- Knowledge of Case Management or similar computerised management system
- Good general and Report writing skills
- Project Management skills
- Forensic investigation skills will be an advantage
- Effective general management and administration skills in addition to above
- Ability to timeously resolve queries and finalise investigations, and make appropriate recommendations to effectively address maladministration and correct service delivery failures
- Legal research and interpretation of statutes
- Production of high quality reports
- Must have strong ability to initiate hearings, gather information and evidence
- The position requires individuals who are objective, impartial and initiative
- Must be able to deal with complaints, resolve, rectify, make presentations and generally act without fear, favour or prejudice

Key responsibilities and duties:

Investigations

- Conduct investigations on maladministration, undue delay and conduct failure using various investigation techniques in accordance with PPSA service standards
- Prepare Investigation Plans for each allocated matter
- Apply Alternative Dispute Resolution (ADR) process to resolve reported complaints
- Keep complainants informed of the progress of the investigation
- Prepare letters, memos and reports and submit to the supervisor within timelines set in the investigation plan
- Draft Investigations and closing reports

Statistical Reporting

- Submit prescribed accurate and complete monthly and quarterly statistical reports to the supervisor
- Ensure the case management system is updated for accurate reporting

Customer services

- Keep complainants informed of the progress of the investigation
- Adhere to PPSA Service Standards

Attributes:

- Respect • Transparency and • Accountability • Courtesy • Team players • Integrity

Enquiries: Northern Cape: Ms L Mabile @ tel (053) 831 7766

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.

All successful candidates will have to undergo security clearance and vetting.

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, three (3) contactable references, certified copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License 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 two (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 representativity (race, gender and disability).

Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representativity in the Institution.

To The T Recruitment (Pty) Ltd has been appointed for response handling for the above positions.

Applications quoting the relevant job title and reference number on the subject line must be submitted to the following email address:

applications@tttreruitment.co.za