



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

Address: 316 Thabo Sehume Street
Tel: 012 406 4818
Fax: 0865003351
E-mail: infoereg@justice.gov.za

POST: CHIEF EXECUTIVE OFFICER: (5 Year Contract Appointment)
REFERENCE: 18/212/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 535 145 – R1 629 348 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A postgraduate qualification in Business Administration and/ Management; or Legal Studies and any other relevant qualification (NQF level 8 as recognized by SAQA; 8-10 years of experience at Senior Management level; Knowledge of functioning of the public sector, corporate governance principles, policy development and implementation;

SKILLS AND COMPETENCIES: Project management; Financial management; Information systems and communication technology; Contract management; People management and empowerment; Communication (writing and verbal); Strategic capability and leadership; Dispute resolution; Change management

DUTIES: Key Performance Areas: Provide strategic leadership, management and administration support to the Information Regulator; Exercising powers and perform duties and responsibilities in terms of section 48 of the Protection of personal Information Act, 4 of 2013; Manage financial, budgetary control and financial reporting in terms of the sections 38-44 of the Public Finance Management Act, 1 of 1999; Perform responsibilities of accounting officers in terms of the Public Finance Management Act, 1999 (PFMA).

**POST: EXECUTIVE OFFICER: LEGAL, POLICY, RESEARCH AND
INFORMATIONTECHNOLOGY ANALYSIS)**
REFERENCE: 18/213/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 446 378 – R1 512 456 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS: A postgraduate qualification in Law (NQF level 8) as recognized by SAQA; Relevant experience as a Legal Practitioner; 8-10 years of relevant experience at Senior Management level; Knowledge of information and communication technology and its interrelationship with law;

SKILLS AND COMPETENCIES: Interpretation and application of laws; Project management; Financial management; Corporate governance principles; Contract management; Advanced policy development and implementation; Advanced analytical capability; Advanced research capability; People management and empowerment; Legal drafting; Dispute resolution; Communication (writing and verbal); Strategic capability and leadership;

DUTIES: Key Performance Areas: Manage the provision of legal services; Manage the provision of policy and the provision of research services; Manage the provision of strategic analysis and guidance

on complex, varied and sensitive technological issues relevant to the mandate of the Information Regulator (Regulator).

POST: EXECUTIVE OFFICER: PROMOTION OF ACCESS TO INFORMATION
REFERENCE: 18/214/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 446 378 – R1 512 456 per annum (All- inclusive remuneration package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS: A postgraduate qualification in Law (NQF level 8) as recognized by SAQA; Relevant experience as a Legal Practitioner; 8-10 years of relevant experience at Senior Management level;

SKILLS AND COMPETENCIES: Interpretation and application of laws; Project management; Financial management; Corporate governance principles; Contract management; Policy development and implementation; Research and analysis; People management and empowerment; Legal drafting; Dispute resolution; Communication (writing and verbal); Strategic capability and leadership.

DUTIES: Key Performance Areas: Manage handling of complaints and conducting investigations; Manage the monitoring of compliance with the provisions of the Promotion of Access to Information Act, 2 of 2000 (PAIA) by public and private bodies; Manage the enforcement of PAIA.

POST: CHIEF FINANCIAL OFFICER
REFERENCE: 18/215/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 446 378 – R1 512 456 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS: A postgraduate qualification in Accounting and Financial Management (NQF level 8) as recognized by SAQA; 8-10 years of experience at Senior Financial Management level as a Chartered Accountant; Knowledge of the Public Finance Management Act, 1 of 1999 and functioning of the Public Sector;

SKILLS AND COMPETENCIES: Strategic Management; Business planning and design; Project management; Financial accounting; Management accounting; Information systems; Internal control; Internal and external audit; People management and empowerment; Policy development and implementation; Communication (writing and verbal); Strategic capability and leadership; Contract management; Corporate governance

DUTIES: Key Performance Areas: Ensure internal financial targets and budgets are fully consistent with strategic plan; Manage financial accounting transaction planning and processing; Manage supply

chain processes demand, acquisition, logistic, disposals and assets; Manage internal control which complies with internal audit requirements; Manage and undertake product and service costing tasks

POST: EXECUTIVE OFFICER: PROTECTION OF PERSONAL INFORMATION
REFERENCE: 18/216/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 446 378 – R1 512 456 annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS: A postgraduate qualification in Law (NQF level 8) as recognized by SAQA; Relevant experience as a Legal Practitioner; 8-10 years of relevant experience at Senior Management level; Knowledge of relevant Regional and International Treaties; Relevant experience in Information and Communication Technology will be an advantage;

SKILLS AND COMPETENCIES: Interpretation and application of laws; Project management; Financial management; Corporate governance principles; Contract management; Policy development and implementation; Research and analysis; People management and empowerment; Legal drafting; Dispute resolution; Communication (writing and verbal); Strategic capability and leadership.

DUTIES: Key Performance Areas: Manage the handling of complaints and the conducting of investigations; Monitor and enforce compliance by public and private bodies; Manage consultations with interested parties; Manage the development and compliance with codes of conduct

POST: EXECUTIVE OFFICER: CORPORATE SERVICES
REFERENCE: 18/217/IR
CENTRE: PRETORIA; (SALU BUILDING)

SALARY: R1 446 378 – R1 512 456 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A postgraduate qualification in Human Resource Management and or a Business Management (NQF level 8) as recognized by SAQA; 8-10 years of experience at Senior Management level; Knowledge of functioning of the public sector, corporate governance principles, policy development and implementation; Information and Communication Technology (ICT) Management skills will be an advantage.

SKILLS AND COMPETENCIES: Project management; Financial management; Contract management; Dispute resolution People management and empowerment; Interpersonal relationship building; Communication (writing and verbal); Strategic capability and leadership.

DUTIES: Key Performance Areas: Manage the rendering of Human Resource Services; Manage ICT services; Manage corporate planning services; Manage administrative support services; Provide effective people management.

ENQUIRIES: Adv C. Weapond Tel (012) 406 4818

APPLICATIONS may be submitted: By hand: Please place applications in the marked box at Reception; The Information Regulator 316 Thabo Sehume Street; SALU Building; Pretoria

By postal/courier services: For attention: Adv C. Weapond; The Information Regulator, 316 Thabo Sehume Street; SALU Building, Pretoria; 0001

For attention: Adv C. Weapond

By electronic submission: inforreg@justice.gov.za and CWeapond@justice.gov.za

CLOSING DATE: 21 DECEMBER 2018

NOTE: It is the Information Regulator's (Regulator) intention to promote equity through the filling of posts. To facilitate this process an indication such as race, gender, disability status etcetera is required. As part of the selection process shortlisted candidates may be subjected to a process of security screening, a competency assessment and have their qualifications verified. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date will not be considered. Applications must be submitted on form Z83 (obtainable from any Public Service Department office and on the web site of the Regulator at www.justice.gov.za/inforeg/), which must be originally signed and dated by the applicant. Applications must be accompanied by a detailed CV, with two references, a motivation letter and certified copies of qualification certificates and ID or passport document (all documents to be certified within the last three months). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Applicants who do not receive confirmation or feedback within three (3) months (after the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.