



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

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

Address: 27 Stiemens Street  
JD House  
Braamfontein, Johannesburg 2001  
E-mail: enquiries@info regulator.org.za

*The Information Regulator (Regulator) is a juristic person established in terms of Section 39 of the Protection of Personal Information Act 4 of 2013 (POPIA) which enjoins the Regulator to be independent and impartial and to perform its functions and exercise its powers without fear, favour or prejudice. It is accountable to the National Assembly and has jurisdiction throughout the Republic of South Africa. The Regulator is responsible for the promotion and protection of the right to privacy as it relates to the protection of personal information and right of access to information. In this regard, it exercises its powers and performs its functions in accordance with POPIA and the Promotion of Access to Information Act 2 of 2000 as amended (PAIA). The Regulator consists of five (5) Members namely: the Chairperson and four (4) ordinary Members appointed by the President of the Republic of South Africa for a five (5) year term. The Chairperson and two (2) ordinary Members are appointed on a full-time and the other two (2) Members on a part-time basis. Section 47 of POPIA empowers the Regulator to establish its own administration to assist it in the performance of its functions. In this regard, the Regulator must appoint the Chief Executive Officer (CEO) and other staff members to assist it in the performance of its functions. The Head Office of the Regulator is situated in Braamfontein, Johannesburg. The Regulator is currently hereby inviting suitably qualified candidates whose appointment will promote equity and representivity to submit applications for the vacant positions listed below:*

## **INTERNAL/EXTERNAL VACANCIES**

**POST:** MANAGER: FACILITIES  
**REFERENCE:** IR1/11/2021  
**CENTRE:** HEAD OFFICE, BRAAMFONTEIN  
**SALARY LEVEL:** 11  
**SALARY:** R733 257 (An all-inclusive remuneration package and not negotiable)

The successful candidate will be required to sign a performance agreement annually.

### **REQUIREMENTS**

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Public Management/ Administration or equivalent relevant qualification at National Qualification Framework (NQF) Level 7 as recognised by South African Qualifications Authority (SAQA).
- Minimum of three (3) – five (5) years' experience in either Building Management/ Maintenance or Project Management; of which three (3) years should be practical experience in Facilities Planning and Management including space audit and managing external service providers.

- Knowledge and understanding of Fixed Asset Management; Public Financial Management Act (PFMA); Government Immovable Asset Management Act (GIAMA) and Government procurement process relating to procurement of assets.

**SKILLS AND COMPETENCIES REQUIRED**

Project Management; Financial Management skills; Leadership and Managerial skills; Communication skills (verbal and written); Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Conflict Management skills; Continual learning and information search; Computer literacy and ability to work under pressure.

**KEY PERFORMANCE AREAS**

- Manage and overall space of the Information Regulator;
- Monitor and report on all major projects undertaken of the Information Regulator;
- Monitor proper implementation of Regulator maintenance plan as well as day to day maintenance;
- Form part of the planning process for acquisition of new facilities;
- Prepare and manage maintenance office plans and budget;
- Assist in identifying and compiling submissions for inclusion of offices in RAMP projects;
- Provide facilities management services including procurement of leased accommodation;
- Maintenance and capital works projects identification and support;
- Provide office support services (including information, document management, technology and transport management);-and
- Manage cleaning and gardening services.

**Applications for this position may be submitted by email as follows:**

[Recruitment4@infoRegulator.org.za](mailto:Recruitment4@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 8 -10.**

**POST: MANAGER: HUMAN RESOURCES DEVELOPMENT AND PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS).**

**REFERENCE: IR2/11/2021**

**CENTRE: HEAD OFFICE, BRAAMFONTEIN**

**SALARY LEVEL: 11**

**SALARY: R733 257 (All-inclusive package and not negotiable)**

The successful candidate will be required to sign a performance agreement annually.

## REQUIREMENTS

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Human Resource Management/ Public Management/ Public Administration or equivalent relevant qualification at National Qualification Framework (NQF) Level 7 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years' working experience in Human Resource Management of which three (3) must be at supervisory;
- Knowledge and understanding of Human Resource related prescripts;
- Knowledge of Acts, Regulations, Policies and Procedures applicable in the Public Sector or Private Sector; and
- Working knowledge of PERSAL

## SKILLS AND COMPETENCIES REQUIRED

Strategic planning and management, policy analysis and analytical thinking skills, ability to achieve results through teamwork, people management, communication skills, presentation skills, financial management, organising, and ability to work under pressure.

## KEY PERFORMANCE AREAS

- The development of training and development policies and programmes
- The conducting of skills audits
- The coordination and facilitation of training and development programmes for employees of the Regulator
- The development and implementation and monitoring of skills development plan
- The development and management of departmental training database
- The administration of bursaries and study assistance
- The implementation of Skills Development Legislation
- The implementation of Learnership and Internship programmes
- The implementation of a performance management system

**Applications for this position may be submitted by email as follows:**

[Recruitment4@infoRegulator.org.za](mailto:Recruitment4@infoRegulator.org.za)

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<b>POST:</b>	<b>MANAGER: MANAGEMENT ACCOUNTING.</b>
<b>REFERENCE:</b>	<b>IR3/11/2021</b>
<b>CENTRE:</b>	<b>HEAD OFFICE, BRAAMFONTEIN</b>
<b>SALARY LEVEL:</b>	<b>11</b>

**SALARY:** **R733 257 (All-inclusive package and not negotiable)**

The successful candidate will be required to sign a performance agreement annually.

## **REQUIREMENTS**

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Financial Management or equivalent relevant qualification at National Qualification Framework (NQF) Level 7 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years relevant experience in management accounting of which three (3) must be at supervisory;
- Knowledge and understanding of Public Service Regulations and Performance and Monitoring; Public Finance Management Act (PFMA); - and
- Knowledge of Acts, Regulations, Policies and Procedures applicable in the Public Sector or Private Sector.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of Public Service Regulations and Performance and Monitoring; Knowledge of Public Finance Management Act (PFMA); Planning; Organising; Excellent Communication skills, verbal and written; Computer literacy and ability to work under pressure

## **KEY PERFORMANCE AREAS**

- Manage the financial planning, budget and reporting sub-directorate;
- Provide advice and guidance to role players on the use of forecasting methods;
- Undertake financial planning, budgeting and reporting work as requires;
- Manage the roll-over, adjustment estimate (ENE), and virement process;
- Manage the sub-directorate financial planning, budgeting and reporting;- and
- Develop and maintain policies and process.
- Compile and submit all required administrative reports.

**Applications for this position may be submitted by email as follows:**

[Recruitment3@infoRegulator.org.za](mailto:Recruitment3@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 8 -10.**

**POST:** **ASSISTANT MANAGER: SALARIES**

**REFERENCE:** **IR4/11/2021**

**CENTRE:** **HEAD OFFICE, BRAAMFONTEIN**

**SALARY LEVEL: 09**

**SALARY: R376 596 (Basic salary per annum and not negotiable)**

The successful candidate will be required to sign a performance agreement annually.

## **REQUIREMENTS**

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma/ Bachelor's Degree) in Financial Management or equivalent relevant qualification at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA).
- Minimum of three (3) years experience in salaries;-and
- Knowledge and experience of PERSAL; Basic Accounting System (BAS) and Logistical Information System (LOGIS) and other Financial Systems.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of Public Service Regulations and Performance and Monitoring; Knowledge of Public Finance Management Act (PFMA); Planning, Organising; Excellent communication skills, verbal and written; Computer literacy and ability to work under pressure

## **KEY PERFORMANCE AREAS**

- Oversee the verification of the capturing of payroll transactions on the accounting system;
- Oversee quality assure all payroll transactions;
- Authorises reimbursement transaction on the accounting system;
- Oversee the reconciliation of transaction (interface0 on the payroll (PERSAL) with the accounting system (BAS);
- Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system.
- Oversee verification of information for payroll certification.
- Compile expenditure reports;- and
- Supervise employees to ensure an effective financial accounting service.

**Applications for this position may be submitted by email as follows:**

[Recruitment3@infoRegulator.org.za](mailto:Recruitment3@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 8 -10.**

**POST: ACCOUNTANT: SALARIES**

**REFERENCE: IR5/11/2021**

**CENTRE:** HEAD OFFICE, BRAAMFONTEIN  
**SALARY LEVEL:** 07  
**SALARY:** R257 508 (Basic salary per annum and not negotiable)

The successful candidate will be required to sign a performance agreement annually.

#### **REQUIREMENTS**

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma/ Bachelor's Degree) in Financial Management or equivalent relevant qualification at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA);
- Minimum of three (3) years' experience working in Finance environment at ;
- Experience in processing payments on BAS; LOGIS and PERSAL;
- Knowledge and experience of PERSAL; Basic Accounting System (BAS) and Logistical Information System (LOGIS) and other Financial Systems.

#### **SKILLS AND COMPETENCIES REQUIRED**

Planning, organisation skills; Service orientation and customer relations; Computer literacy; Interpersonal; Conflict management; Knowledge of Public Service Regulations and Performance and Monitoring; Knowledge of Public Finance Management Act (PFMA); Excellent communication skills, verbal and written; Computer literacy and ability to work under pressure

#### **KEY PERFORMANCE AREAS**

- Administration of Salaries, Monitor PERSAL payroll reports;
- Checking/Verifying returned PERSAL payroll reports and amendments;
- Follow up of outstanding PERSAL payroll reports;
- Reconciliation between PERSAL and BAS (compensation of employees);- and
- Suspense Accounts. Compile BAS payments and journals.

**Applications for this position may be submitted by email as follows:**

[Recruitment3@infoRegulator.org.za](mailto:Recruitment3@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 8 -10.**

**POST:** PRACTITIONER: SUPPLY CHAIN MANAGEMENT  
**REFERENCE:** IR6/11/2021  
**CENTRE:** HEAD OFFICE, BRAAMFONTEIN  
**SALARY LEVEL:** 07  
**SALARY:** R257 508 (Basic salary per annum and not negotiable)

The successful candidate will be required to sign a performance agreement annually.

## **REQUIREMENTS**

- Matric certificate plus an appropriate three (3) year tertiary qualification (National Diploma) in Supply Chain Management (SCM) or equivalent relevant qualification at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA);
- Minimum of three (3) years' experience working in Supply Chain Management environment ;
- Knowledge of Legislation, Regulations, Policies and Procedures governing Supply Chain Management in the Public Sector;- and
- Working knowledge and experience of Basic Accounting System (BAS) and Logistical Information System (LOGIS) and other Financial Systems.

## **SKILLS AND COMPETENCIES REQUIRED**

Planning, organisation skills; Communication (verbal and written); Service orientation and customer relations; Computer literacy; Interpersonal; Conflict management; Report writing and presentation and mathematical.

## **KEY PERFORMANCE AREAS**

- Perform Supply Chain Management (SCM) demand, acquisition, logistics/ inventory and disposal procedures in accordance with relevant prescripts in the Public Sector;
- Assist in implementation of SCM policies, processes and procedures;
- Perform various SCM procedures in accordance with legislative prescripts applicable in the Public Service;
- Promote uniformity in SCM practices through bid procedures and contract management;
- Assist to undertake performance assessments of the value chain of the SCM function and risk management;- and
- Liaise with internal and external auditors to ensure that responses to audit findings are timely submitted, findings resolved and action plans implemented.

**Applications for this position may be submitted by email as follows:**

[Recruitment3@infoRegulator.org.za](mailto:Recruitment3@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 8 -10.**

## IMPORTANT INSTRUCTIONS TO CANDIDATES

- All the above-mentioned positions are permanent and appointment will be done in terms of section 47 of the Protection of Personal Information Act 4 of 2013 (POPIA) as the enabling Act.
- Applications *must* be submitted on new application for employment form (Z83) which came into effect on 1 January 2021. The new Z83 for can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies) or [www.justice.gov.za/inforeg/vacancies](http://www.justice.gov.za/inforeg/vacancies)).
- Received application with an incorrect application form will not be considered.
- Ensure that the Z83 form is signed and dated before you submit your application. Please use your signature or valid e-signature and your name written in block/typed print. A Z83 not signed and dated will be deemed regret.
- Candidates are advised to complete all the sections of the Z83 Form (A to G and Declaration) and indicate whether they belong to professional bodies and have criminal record or not.
- Applications must be accompanied by a detailed and recent CV, with two (2) contactable referees; certified copies of qualifications and Identity Document or Passport document (all documents must have been certified and dated within the last six (6) months).
- Should a candidate be in possession of foreign qualification(s), such must be accompanied by an evaluation certificate obtained from the South African Qualifications Authority (SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level.
- **Candidates are advised to indicate their current Salary Notch on their CV particularly on employment history.**
- Applications can be submitted by courier, hand delivery or email.
  - Candidates who choose to email their applications should adhere to the following instructions:
  - Write the correct name of the position and reference number as the subject on the email.
  - Due to size requirements of our mailbox, applications must zip their documents before submitting to the Regulator.
  - It is the responsibility of the applicant to ensure that his/her application is delivered in the correct mailbox of the Regulator.
  - The Regulator will not take responsibility for any email which was not delivered.
  - Applicants are advised to use the provided alternative ways of submitting their applications should they experience problems when submitting online.
- **Failure to comply with any of the above instructions will result in the application being disqualified.**
- **Applications received after the closing date will not be considered.**
- If an applicant wishes to withdraw an application, it must be done in writing.



- As part of the selection process, shortlisted candidates may be subjected to processes such as security screening; Reference Checks and qualifications verification.
- Any successful candidate in one of the advertised positions will be required to enter into an employment contract and also sign a Performance Agreement on an annual basis.
- It is the Regulator's intention to promote equity and representivity through the filling of these posts and to facilitate this process, an indication of important demographic information such as race, gender and type of disability, if any, is required.
- Due to high volume of applications anticipated, there will be no acknowledgement of applications and further communication will only be made with the shortlisted candidates. Applicants who do not receive confirmation or feedback within three (3) months after the closing date must accept that their applications were unsuccessful.
- The Regulator reserves the right to withdraw any advertised position or not to appoint.
- ***Enquires related to the above posts may be directed to BSibiya@infoRegulator.org.za***

**CLOSING DATE: 28 NOVEMBER 2021**

**Applications may be submitted as follows:**

**1. By email as indicated on each advertisement**

**2. Hand delivery:**

Place applications in the applicable box at the Security Area (Ground Floor)  
 27 Stiemens Street  
 JD House  
 Ground Floor  
 Braamfontein, Johannesburg  
 2017

**3. Courier service:**

For attention: **Mr Bheki Sibiy**  
**INFORMATION REGULATOR**  
 Human Resource Management  
 27 Stiemens Street  
 JD House, 4<sup>th</sup> floor  
 Braamfontein, Johannesburg  
 2017