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 and the CEO in the performance of its functions. The CEO is the Head of Administration and Accounting Officer. The Head Office of the Regulator is situated in Braamfontein, Johannesburg. The Regulator is currently establishing its own administration and hereby invites suitably qualified candidates whose appointment will promote equity and representivity to apply for the vacant positions listed below.

Erratum

The following positions that were advertised on 22 March 2020 have been withdrawn:

1. Chief Information Officer (SL14).
2. Public Education and Awareness Officer (SL9).
INTERNAL/EXTERNAL VACANCIES

POST: EXECUTIVE: EDUCATION AND COMMUNICATION
(Preference will be given to Female Candidates)

REFERENCE: IR1/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 15
SALARY: R1 521 594 per annum (all-inclusive package) Not negotiable

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

REQUIREMENTS:
Matric certificate plus a postgraduate qualification in Social Science or Communication Science or any equivalent and related qualification at NQF level 8 as recognised by South African Qualifications Authority (SAQA). Eight 8-10 years’ experience at senior management level of which five (5) years was spent at Chief Director Level or equivalent, managing Communications, Public/Community Liaison, Stakeholder Engagement and Public Awareness programmes, and Advocacy Campaigns.

KEY SKILLS/COMPETENCIES REQUIRED
Knowledge of relevant Legislation, in particular POPIA AND PAIA, Regulations, Protocols related to the public sector, Strategic Planning, Financial Management, Project Management skills, Analytical skills, Strategic Leadership, People Management and Empowerment, Excellent knowledge of Stakeholder Management principles and practices, Excellent Stakeholder Management skills, Management of Public Awareness and Advocacy Campaigns, Public Liaison, Mass Media Communication, Excellent Written and Verbal Communication skills, Managing Interest and Pressure groups, ability to work with diverse communities and proven ability to interact with High Level Officials in the Public and Private sectors.

KEY PERFORMANCE AREAS
- Effective implementation of programmes and projects that support the achievement of strategic goals and objectives of the institution.
- Preparation and costing of Divisional Annual Performance and Operational Plans.
- Implementation of the Public Awareness Strategy and Plan.
- Implementation of the Stakeholder Management Strategy and Plan
- Provision of Educational Programmes for the purpose of promoting the Protection of Personal Information Act 4 of 2013 (POPIA) and the Promotion of Access to Information Act 2 of 200 (PAIA) on behalf of the Regulator or in corporation with other persons or authorities acting on behalf of the organisation.
- Development and conducting of educational programmes to advance the understanding of the public, in particular the disadvantaged communities, regarding PAIA
- Promotion of effective Media Relations, Monitoring and Analysis services.
- Provision of Public Liaison.
- Organising National Advocacy Campaigns on behalf of the Regulator.
POST: SENIOR MANAGER: LEGAL SERVICES (LITIGATION)
REFERENCE: IR2/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 13
SALARY: R 1 057 326. (all-inclusive package) Not negotiable

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

REQUIREMENTS

Matric certificate plus an LLB degree or any equivalent and related qualification at NQF level 8 as recognised by SAQA. Five (5) years appropriate post qualification as a Legal Practitioner at a middle management level. Five (5) years post admission as an Attorney or Advocate. A course in privacy law or cyber security law will be an added advantage. Experience in handling Litigation matters and Actual appearance in court are compulsory.

KEY SKILLS/COMPETENCIES REQUIRED


KEY PERFORMANCE AREAS

- Continuously interpret, review and evaluate various legislation.
- Drafting of court papers and appearance in court or similar fora.
- Manage the provision of litigation services.
- Vetting and drafting of contracts and other legal documents.
- Drafting of legal opinions.
- Providing legal advice to the Regulator.
POST: SENIOR MANAGER: LEGAL (POPIA COMPLAINTS AND INVESTIGATIONS

REFERENCE: IR3/06/2020

CENTRE: HEAD OFFICE, BRAAMFONTEIN

SALARY LEVEL: 13

SALARY R 1 057 326 (all-inclusive package) Not negotiable

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

REQUIREMENTS

Matric certificate plus an LLB degree or any equivalent and related qualification at NQF level 8 as recognised by SAQA. Five (5) years appropriate post qualification as a Legal Practitioner at a middle management level. Five (5) years post admission as an Attorney or Advocate. Experience in dispute resolution and conducting of investigations in a regulatory environment such as law enforcement agency, international or local human rights agency, national security or intelligence agency would be an advantage.

SKILLS AND COMPETENCIES REQUIRED


KEY PERFORMANCE AREAS

- Implement the Complaints Management System, Process and Standard Operating Procedures for successful resolution of complaints.
- Manage the handling of all complaints received.
- Manage investigation and resolution of complaints.
- Manage the enforcement processes.
- Manage relationship with clients and other relevant stakeholders.
- Develop the Annual Performance Plan and Operational Plan of the Unit.
- Effectively manage all resources allocated to the Unit.
POST: SENIOR MANAGER: LEGAL (POPIA COMPLIANCE AND MONITORING)

REFERENCE: IR4/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 13
SALARY R 1 057 326 (all-inclusive package) Not negotiable

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

REQUIREMENTS

Matric certificate plus an LLB degree or any equivalent and related qualification at NQF level 8 as recognised by SAQA. Five (5) years appropriate post qualification as a Legal Practitioner at a middle management level. Five (5) years post admission as an Attorney or Advocate. Experience in compliance monitoring in a regulatory environment such as law enforcement agency, international or local human rights agency, national security or intelligence agency would be an advantage.

SKILLS AND COMPETENCIES REQUIRED


KEY PERFORMANCE AREAS

- Conduct assessments of processing of personal information by public and private bodies.
- Monitor the use of unique identifiers of data subjects.
- Maintain, publish and make available prescribed registers.
- Examine proposed legislation that makes provision for the collection or disclosure of personal information.
- Report the results of such examination to Parliament.
- Consult with interested parties on any matter affecting personal information of a data subject.
- Manage co-operating nationally and internationally on issues relating to the protection of personal information.
- Manage mediation between opposing parties with interests of protection of personal information of a data subject.
- Manage matters relating to Guidelines for Codes of Conduct.
POST: SENIOR MANAGER: LEGAL (PAIA COMPLAINTS AND INVESTIGATION)
REFERENCE: IR5/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 13
SALARY R 1 057 326. (all-inclusive package) Not negotiable

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

REQUIREMENTS

Matric certificate plus an LLB degree or any equivalent and related qualification at NQF level 8 as recognised by SAQA. Five (5) years appropriate post qualification as a Legal Practitioner at a middle management level. Five (5) years post admission as an Attorney or Advocate. Experience in dispute resolution and conducting of investigations in a regulatory environment such as law enforcement agency, international or local human rights agency, national security or intelligence agency would be an advantage.

SKILLS AND COMPETENCIES REQUIRED


KEY PERFORMANCE AREAS

- Receive and investigate complaints about alleged violations of the access to information.
- Conduct investigation of allegations of violations.
- Manage dispute resolution mechanisms.
- Refer reports of investigation to the Members for a decision.
- Manage objections to search and seizure.
- Manage referral of complaints or other matters to the Enforcement Committee.
- Manage the serving of Notices.
- Manage administrative procedures related to enforcement notices.
- Develop the Annual Performance Plan and Operational Plan of the Unit.
- Effectively manage all resources allocated to the Unit.
POST: SENIOR MANAGER: LEGAL (PAIA COMPLIANCE AND MONITORING)
REFERENCE: IR6/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 13
SALARY R 1 057 326. (all-inclusive package) Not negotiable

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

REQUIREMENTS

Matric certificate plus an LLB degree or any equivalent and related qualification at NQF level 8 as recognised by SAQA. Five (5) years appropriate post qualification as a Legal Practitioner at a middle management level. Five (5) years post admission experience as an Attorney or Advocate. Experience in compliance monitoring in a regulatory environment such as law enforcement agency, international or local human rights agency, national security or intelligence agency would be an advantage.

SKILLS AND COMPETENCIES REQUIRED


KEY PERFORMANCE AREAS

- Receive and scrutinise Annual Reports submitted to the Regulator by public and private bodies in terms of section 32 of PAIA.
- Keep records of all previous annual reports of public and private bodies submitted to the SA Human Rights Commission.
- Obtain the number, nature and outcome of PAIA related complaints dealt with other bodies such as the Public Protector South Africa.
- Make general enquiries on any matter, legislation, common law and any practice and procedure concerning objects of PAIA.
- Obtain from heads of private bodies information about requests for access to records of that body.
- Update of the existing PAIA guide and include.
- Develop the Annual Performance Plan and Operational Plan of the Unit.
- Effectively manage all resources allocated to the Unit.
POST: MANAGER: COMMUNICATION
REFERENCE: IR7/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 11
SALARY: R733 257 per annum (all-inclusive package) Not negotiable

The successful candidates will be required to annually sign performance agreements.

REQUIREMENTS

Matric certificate plus Bachelor Degree in Communication/Public Relations/Journalism/Media Studies or equivalent and relevant qualification at NQF level 7 or equivalent qualification. Five (5) year experience managing the entire communication function of which three (3) years should be at junior management level.

KEY SKILLS/COMPETENCIES REQUIRED

Excellent Writing and Verbal Communication skills, Good People Management skills, Presentation skills, Business writing skills, Networking, Planning and organizing, Relationship management, Attention to detail, Deadline driven, Stakeholder focused, Honesty/integrity, Influential, Results oriented, Self-motivated, Team player, Innovative, Government Protocol Creative and Multitasking.

KEY PERFORMANCE AREAS

- Develop and implement the Communication Strategies, Policies and Procedures.
- Conduct research on best practice relating to internal and external communication.
- Manage the dissemination of information from external clients to various Divisions.
- Ensure that the Regulator is visible by promoting it through various social media platforms.
- Coordinate the provision of Media Relations, Monitoring and Analysis services.
- Render services with regard to Outreach Programmes, Campaigns and Exhibitions.
- Manage the provision of editing layout, design production of documents within the Regulator.
- Manage the website content for the Regulator and ensure timely updating of the information.
- Serve as the point of contact between the Regulator and various media houses and receive media queries to be attended to by the Regulator.
- Prepare operational plans of the Unit.
- Effectively manage all resources allocated to the Unit.
POST: MANAGER: PUBLIC EDUCATION AND AWARENESS
REFERENCE: IR8/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: 11
SALARY: R733 257 (All-inclusive package) Not negotiable

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

REQUIREMENTS
Matric certificate plus Bachelor degree in Social Science or Communication Science (with speciality in Education, Training and Development) or equivalent or NQF7. Minimum of five (5) years experience of which three (3) years must be in supervisory or junior management level within the education and training environment designing and delivering training programmes. Registration or accreditation as an Assessor and Moderator in terms of the Skills Development Act, 97 of 1998 as amended.

KEY SKILLS/COMPETENCIES REQUIRED

KEY PERFORMANCE AREAS
- Conduct educational and public awareness programmes.
- Conduct needs analysis on public awareness programmes.
- Develop education and public awareness course material.
- Facilitate Stakeholder Engagement on PAIA and POPIA through various forms including on-line platforms.
- Monitor impact of educational programmes.
- Prepare operational plans of the Unit.
- Effectively manage all resources allocated to the Unit.
POST: COMPLAINTS REGISTRATION OFFICER
REFERENCE: IR9/06/2020
CENTRE: HEAD OFFICE, BRAAMFONTEIN
SALARY LEVEL: SR9
SALARY: R376 596 (Basic salary per annum). Not negotiable

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

REQUIREMENTS
Matric certificate plus Diploma in Law or Paralegal Studies or equivalent and related qualification at NQF level 6 of the NQF or equivalent qualification in the related field. At least three (3) years’ experience in receiving, registering, record keeping and screening of complaints or similar environment dealing with case management.

KEY SKILLS/COMPETENCIES REQUIRED
Knowledge of POPIA, PAIA and relevant Acts, , Regulations applicable to the Public Sector, , Basic Financial Management, Project Management, Analytical, Writing and Verbal Communication skills, stakeholder management skills, handling interest and pressure groups.

KEY PERFORMANCE AREAS
- Receive and record all complaints in the Complaint Management System.
- Maintain and update the Complaints Register for POPIA and PAIA
- Continuously monitoring the timeframes for the complaints received whilst they are being attended to.
- Assess the complaints in consultation with the supervisor and refer them to the relevant Division or External body.
- Continuously follow-up on progress made in the finalisation of the complaints.
- Notify the complainants on the status of the complaints.
- Ensure that the decisions on the complaints that have been finalised are formally communicated to the complainants.
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 form Z83 (obtainable from any Public Service Department/Institution or can be accessed from the website of the Regulator at www.justice.gov.za/inforeg/vacancies), which must be originally signed (Hand written signature and not electronic) and dated by the applicant.
- Candidates are advised to complete all the sections of the Z83 Form 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.
- 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 (criminal and credit history checks); competency assessment (only for Senior Management positions); previous or current employment and qualifications verification.
- As part of the requirements from 1 April 2020 all applicants for senior management positions must submit a proof of certificate of completion of the compulsory public service entry course issued by the National School of Government (NSG).
- 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 Mr Bheki Sibiya at 010 023 5212 or 060 3582766 or email: BhekiSibiya@justice.gov.za

CLOSING DATE: 06 JULY 2020

Applications may be submitted to:

By email
recruitment.ir@justice.gov.za

Hand delivery:
Please place applications in the applicable box at the Security Area (Ground Floor of Forum 3)
For attention: Mr Bheki Sibiya
Information Regulator
33 Hoofd Street, Forum 3, Ground Floor, Braampark
Braamfontein, Johannesburg
2017

Courier service:
Executive: Corporate Services
Information Regulator
33 Hoofd Street, Forum 3, Third Floor, Braampark
Braamfontein, Johannesburg
2017
For attention: Mr Bheki Sibiya

Postal Service
Executive: Corporate Services
Information Regulator
P.O. Box 31533
Braamfontein
2017
For attention: Mr Bheki Sibiya