



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

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

Address: 27 Stiemens Street  
JD House  
Braamfontein, Johannesburg 2001  
PO Box 31533  
Braamfontein, Johannesburg  
2017  
E-mail: [Enquiries@info regulator.org.za](mailto: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, favor 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:** SENIOR MANAGER: LEGAL SERVICES (POPIA COMPLAINTS AND INVESTIGATIONS)  
**REFERENCE:** IR1/06/2022  
**CENTRE:** HEAD OFFICE: BRAAMFONTEIN, JOHANNESBURG  
**SALARY LEVEL:** THIRTEEN (13)  
**SALARY:** R1 073 187 (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 LLB degree qualification at National Qualification Framework (NQF) Level eight (8) as recognised by South African Qualifications Authority (SAQA);
- Five (5) years appropriate post qualification experience as a Legal Practitioner at a Middle Management level;
- Five (5) years post admission experience as a Legal Practitioner with the right of appearance at the High Court;

- Experience in dispute resolution and conducting of investigations in a regulatory environment such as international or local human rights bodies or any other regulatory body; and
- Five (5) years' experience within a legal or regulatory environment of which three (3) years must be a supervisory level in conducting of investigations.

### **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA and PAIA, knowledge of other relevant laws and Acts of Parliament, Regulations, Government Protocols, Strategic Planning, Financial Management, Agreements, Legal Policy development, Programme and Project Management, Excellent Legal Analytical Skills, Excellent Writing and Verbal Communication Skills and Management of Interest and Pressure groups and ability to work under pressure.

### **KEY PERFORMANCE AREAS**

- Implement the Complaints Management System, Processes and Standard Operating Procedures for successful resolution of complaints;
- Manage and handle complaints received;
- Manage investigation and resolution of complaints;
- Manage the enforcement processes;
- Manage relationship with clients and other relevant stakeholders;
- Manage staff in the division; and
- Effectively and effectively manage all resources allocated to the Unit; and
- Manage and Provide Leadership to staff

**POST: SENIOR MANAGER: LEGAL SERVICES (PAIA COMPLIANCE AND MONITORING)**

**REFERENCE: IR2/06/2022**

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

**SALARY LEVEL: THIRTEEN (13)**

**SALARY: R1 073 187 (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 LLB degree or any equivalent and related legal qualification at National Qualification Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).

- Five (5) years appropriate post qualification and admission experience as a Legal Practitioner at a middle management level, with right of appearance at the High Court an added advantage.
- Five (5) years post admission experience as a legal practitioner with the right of appearance in the High Court
- Experience in compliance and monitoring in a regulatory environment such as international or local human rights bodies or any other regulatory body.

### **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA and PAIA, knowledge of other relevant laws and Acts of Parliament, Regulations, Government Protocols, Strategic Planning, Financial Management, Agreements, Legal Policy development, Programme and Project Management, Excellent Legal Analytical Skills, Excellent Writing and Verbal Communication and Management of Interest and Pressure groups and ability to work under pressure. Ability to conduct research and draft legal documents, Self-driven and ability to motivate a fast-paced team, Attitude of Innovation, Inventiveness and thought leadership, Willing and flexible to travel across all provinces in the country.

### **KEY PERFORMANCE AREAS**

- Receive and scrutinize Annual Reports 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 bodies such as the Public Protector South African.
- Make general enquiries on any matter, legislation, common law and any practice and procedure concerning objects of PAIA.
- Obtain from the private bodies information about requests for access to their records.
- Update the existing PAIA guide.
- Effectively and efficiently manage all resources allocated to the unit.

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

[Recruitment2@infoRegulator.org.za](mailto:Recruitment2@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGES 5-7**

**POST:** SENIOR COMPLIANCE AND MONITORING OFFICER (POPIA)  
**REFERENCE:** IR03/06/2022  
**SALARY PACKAGE:** R744 255-00 (All-inclusive remuneration package)  
**SALARY LEVEL:** 11  
**CENTRE:** HEAD OFFICE: BRAAMFONTEIN, JOHANNESBURG

**REQUIREMENTS:**

- Matric certificate plus an LLB degree or any equivalent relevant qualification at National Qualifications Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years' experience within the monitoring of compliance and evaluation environment of which three (3) years must be a supervisory level

**KEY PERFORMANCE AREAS**

- Coordinate the development of tools, procedures, strategies and policies for successful monitoring and enforcement of compliance.
- Coordinate the performance of monitoring of compliance activities.
- Coordinate enforcement activities.

**POST:** ADMIN OFFICER: OFFICE OF THE CEO  
**REFERENCE:** IR4/06/2022  
**CENTRE:** HEAD OFFICE: BRAAMFONTEIN, JOHANNESBURG  
**SALARY LEVEL:** SEVEN (7)  
**SALARY:** R261 372 187 (Basic Salary per annum and not negotiable)  
The successful candidate will be required to sign a performance agreement annually.

**REQUIREMENTS**

- Matric certificate plus Secretarial Diploma or equivalent relevant qualification at National Qualifications Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA).
- 3-5 years' experience in rendering a secretarial support service to senior or executive management.
- Knowledge of Acts, Regulations, Policies and Procedures governing the public sector.
- Basic knowledge of office administration and interaction with clients and stakeholders.
- Experience in providing executive support to the higher-level offices will be an added advantage.
- Certificate in Microsoft office or typing will be added advantage.

## **SKILLS AND COMPETENCIES REQUIRED**

Ability to work under pressure. Office management and administration, Good telephone etiquette, Computer literacy with advanced knowledge of Microsoft packages and good typing skills, Ability to conduct basic research, Time management, Analytical skills and pay attention to details, Interpersonal relationship, Excellent Communication (writing and verbal) skills with experience in reporting writing.

## **KEY PERFORMANCE AREAS**

- Receive and make telephone calls on behalf of the Chief Executive Officer (CEO).
- Effectively manage diary and all activities in the CEO's office.
- Render administrative support such as coordination of travel and accommodation as well as prepare travel claims for the CEO.
- Provide logistical support with regard to the administration of the budget for the CEO's office.
- Organise meetings on behalf of the CEO and ensure that minutes are timely prepared.
- Receive written correspondence and direct them to relevant offices and follow-up on responses.
- Prepare submissions and letters on behalf of the CEO.
- Typing of documents on behalf of the CEO.
- Perform other administrative duties assigned by the CEO.
- Coordinate the performance of monitoring of compliance activities.

**POST: ADMIN OFFICER TO THE EXECUTIVE: POPIA**

**REFERENCE: IR5/06/2022**

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

**SALARY LEVEL: SEVEN (7)**

**SALARY: R261 372 187 (Basic Salary per annum and not negotiable)**

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

## **REQUIREMENTS**

- Matric certificate plus Secretarial Diploma or equivalent relevant qualification at National Qualifications Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA).
- 3-5 years' experience in rendering a secretarial support service to senior or executive management.
- Knowledge of Acts, Regulations, Policies and Procedures governing the public sector.
- Basic knowledge of office administration and interaction with clients and stakeholders.
- Experience in providing executive support to the higher-level offices will be an added advantage.

- Certificate in Microsoft office or typing will be added advantage.

## SKILLS AND COMPETENCIES REQUIRED

Ability to work under pressure. Office management and administration, Good telephone etiquette, Computer literacy with advanced knowledge of Microsoft packages and good typing skills, Ability to conduct basic research, Time management, Analytical skills and pay attention to details, Interpersonal relationship, Excellent Communication (writing and verbal) skills with experience in reporting writing.

## KEY PERFORMANCE AREAS

- Receive and make telephone calls on behalf of the Executive.
- Effectively manage diary and all activities for the Executive.
- Render administrative support such as coordination of travel and accommodation as well as prepare travel claims for the Executive.
- Provide logistical support regarding the administration of the budget for the Executive's Office.
- Organise meetings on behalf of the Executive and ensure that minutes are timely prepared.
- Receive written correspondences and direct them to relevant offices and follow-up on responses.
- Prepare submissions, letters, memos and reports on behalf of the Executive.
- Typing of documents on behalf of the Executive.
- Perform other administrative duties assigned by the Executive.

<ul style="list-style-type: none"><li>• <b>IMPORTANT INSTRUCTIONS TO CANDIDATES</b></li></ul>
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- 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 <https://inforegulator.org.za/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 in full (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 that are not older than six (06) months and Identity Document or

Passport document will be requested from the short-listed candidates only as indicated on dpsa circular 19 of 2022.

- 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.
- **In terms of the Directive issued by the Department of Public Service and Administration (DPSA) regarding the Pre-Entry Certificate (referred to as Public Service Senior Management Leadership Programme (Nyukela) that is endorsed by the National School of Government (NSG) requirement for appointment in Senior Management Service (SMS) positions, the filling of any vacant SMS post shall not be finalised unless the recommended candidate can produce the required Certificate. The course is available at the NSG website under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>**
- **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, applicants 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.
- Successful candidates will serve probation for a period of twelve (12) months.
- 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 representativity 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.
- Candidates who do not comply with the instructions will be disqualified
- 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 PSBoshomane@infoRegulator or SSithole@infoRegulator.org.za***

**CLOSING DATE: SUNDAY, 17 JULY 2022**

**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: **Ms P Boshomane and Mr SH Sithole**

**INFORMATION REGULATOR**

Human Resource Management

27 Stiemens Street

JD Ho

use, 4<sup>th</sup> floor

Braamfontein, Johannesburg

2017



## Disclaimer

The personal information submitted herein shall be solely used for processing your application for a job with the Information Regulator (Regulator) and/or subsequent appointment should your application be successful.

All the personal information submitted herein shall be used for the purpose stated above, as mandated by the Protection of Personal Information Act, 2013. By submitting your personal information, you agree that such information may be disclosed to the third party for verification of qualifications, reference checks and criminal checks. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all your personal information submitted.

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28.06.2022