



# INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information  
and effective access to information

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JD House  
Braamfontein, Johannesburg 2001  
PO Box 31533  
Braamfontein, Johannesburg  
2017  
E-mail: [Enquiries@infoeregulator.org.za](mailto:Enquiries@infoeregulator.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 (PAIA: COMPLIANCE AND MONITORING)

**REFERENCE:** IR1/09/2022

**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.

- Five (5) years' experience in compliance and monitoring in a regulatory environment or any other regulatory body.
- Right of appearance at the High Court will be an added advantage.

### **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA, PAJA and PAIA, knowledge of other relevant laws and Acts of Parliament, knowledge of drafting legal documents, 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 and willingness to work outside of normal working hours is essential., Excellent communication and conflict handling skills as well as good stakeholder and interpersonal relations.

### **KEY PERFORMANCE AREAS**

- Develop, administrate and maintain an effective Compliance Monitoring and Enforcement System.
- Conducting and manage the assessments of whether a public or private body generally complies with the provisions of this Act insofar as its policies and implementation procedures are concerned.
- Drafting and/or Quality assures of pre-assessment report and compliance assessment reports.
- Ensure the collection of Public and private Bodies' Reports, in terms of Section 32 and 83(4) of PAIA respectively. Obtaining a report from the Public Protector, regarding the number, nature and outcome of complaints dealt with by the Public Protector.
- Ensure and manage the update of the PAIA Guide and implementation of tools, Standard Operating Procedures, Frameworks, Strategies and Policies for successful monitoring and enforcement of compliance with PAIA.
- Ensure safe custody and up-to-date register of records of public body that are automatically available, as contemplated in section 15 of PAIA, read with PAIA regulation 4(3)(a).
- Provide leadership, direction and strategic planning and effectively and efficiently manage all resources allocated to the Business Unit.
- Ensure that annual reviews of the Compliance Monitoring and Enforcement Framework is conducted.
- Ensure the develop Annual Compliance Monitoring and Enforcement Plan, in line with the Strategic Plan of the organization.

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

[Recruitment1@infoRegulator.org.za](mailto:Recruitment1@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 9 -12**

**POST: SENIOR MANAGER: LEGAL SERVICES (POPIA: COMPLAINTS AND INVESTIGATIONS)**

**REFERENCE: IR2/09/2022**

**CENTRE: HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)**

**SALARY LEVEL: THIRTEEN (13)**

**SALARY: R1 073 187 (all-inclusive package and not negotiable)**

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

## **REQUIREMENTS**

- Matric certificate plus an LLB degree or equivalent relevant qualification at National Qualification Framework (NQF) Level 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.
- 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.
- Right of appearance at the High Court will be an added advantage.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA and PAIA, knowledge of other relevant laws and Acts of Parliament, knowledge of drafting legal documents, 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 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 enforcement processes.
- Manage relationships with clients and other relevant stakeholders.

- Provide leadership, direction and strategic planning and effectively and efficiently manage all resources allocated to the Business Unit.

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

[Recruitment1@infoRegulator.org.za](mailto:Recruitment1@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 9 -12**

**POST: SENIOR COMPLIANCE AND MONITORING OFFICER (PAIA)**

**REFERENCE: IR3/09/2022**

**CENTRE: HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)**

**SALARY LEVEL: ELEVEN (11)**

**SALARY: R744 255 (all-inclusive 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 relevant qualification at National Qualifications Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years' experience within the monitoring compliance and enforcement environment of which three (3) years must be at a supervisory level.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of 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**

- Coordinate the development of tools, procedures, strategies and policies for successful monitoring and enforcement of compliance.
- Coordinate the performance of monitoring and compliance activities.
- Coordinate enforcement activities.
- Conducting assessments of whether a public or private body generally complies with the provisions of this Act insofar as its policies and implementation procedures are concerned.

- Drafting and/or Quality assures of pre-assessment reports and compliance assessment reports.
- Manage the collection of Public and private Bodies' Reports, in terms of Section 32 and 83(4) of PAIA respectively. Obtaining a report from the Public Protector, regarding the number, nature and outcome of complaints dealt with by the Public Protector.
- Manage the update of the PAIA Guide and implementation of tools, Standard Operating Procedures, Frameworks, Strategies and Policies for successful monitoring and enforcement of compliance with PAIA;
- Ensure safe custody and up-to-date register of records of public body that are automatically available, as contemplated in section 15 of PAIA, read with PAIA regulation 4(3)(a);
- Provide leadership, direction and strategic planning and effectively and efficiently manage all resources allocated to the Business Unit;
- Assist in conducting annual reviews of the Compliance Monitoring and Enforcement Framework;
- Develop Annual Compliance Monitoring and Enforcement Plan, in line with the Strategic Plan of the organization.

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

[Recruitment1@infoRegulator.org.za](mailto:Recruitment1@infoRegulator.org.za)

**NB: PLEASE SEE DETAILED NOTES ON HOW TO APPLY ON PAGE 9-12**

**POST: SENIOR COMPLAINTS AND INVESTIGATIONS OFFICER (PAIA)**

**REFERENCE: IR4/09/2022**

**CENTRE: HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)**

**SALARY LEVEL: ELEVEN (11)**

**SALARY: R744 255 (all-inclusive 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 relevant qualification at National Qualifications Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years' experience within a legal environment of which three (3) years must be at supervisory level in Managing Complaints and conducting of investigations.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of 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. Excellent conflict handling skills as well as good stakeholder and interpersonal relations.

### **KEY PERFORMANCE AREAS**

- Development of tools, procedures, strategies and policies for successful resolution of complaints.
- Handling of complaints.
- Provide overall management and leadership of human resources, performance management, budget, policies and systems within the Complaints and Investigations Subunit
- Manage and handle of complaints.
- Investigation and resolution of complaints.
- Support enforcement processes.
- Ensure effective management and clinical review of complaints and investigation reports.
- Support senior management in interaction with clients and other relevant stakeholders.

**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 PAGE 9 -12**

<b>POST:</b>	<b>SENIOR POLICY ANALYST</b>
<b>REFERENCE:</b>	<b>IR5/09/2022</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)</b>
<b>SALARY LEVEL:</b>	<b>ELEVEN (11)</b>
<b>SALARY:</b>	<b>R744 255 (All-inclusive package and not negotiable)</b>

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

### **REQUIREMENTS**

- Matric certificate plus a postgraduate qualification in Social Sciences/Humanities/Law/Economics/Public Policy at National Qualifications Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).
- A Master's Degree and published articles would be an added advantage.
- 5 years post qualification experience with a minimum of three (3) years in policy supervisory/management level.

- Conducting research, analysis, online research, working with databases, extracting information from reports to develop policies.

## **SKILLS AND COMPETENCIES REQUIRED**

Managerial skills, problem solving, decision making, ability to engage in analytical thinking, policy development, project management, organising, report writing, verbal communication, computer literacy with excellent working knowledge of Ms. Word, PowerPoint and Excel. Ability to use online research tools, Ability to prioritise, work to tight deadlines and manage own caseload, Preparation and presenting of policy documents, policy implementation skills, policy monitoring and evaluation, Exceptional drafting skills.

## **KEY PERFORMANCE AREAS**

- Develop and maintain relevant POPIA and PAIA policies as well as provide training required.
- Manage policy analysis relating to the implementation of the provisions of POPIA and PAIA.
- Manage development of policy guidelines and reporting to Parliament on policy matters.
- Drafting of policy documents including procedure manuals.
- Manage the monitoring and evaluation of policies.

**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 PAGE 9 -12**

**POST: COMPLAINTS AND INVESTIGATIONS OFFICER (POPIA): 2 POSTS**

**REFERENCE: IR6/09/2022**

**CENTRE: HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)**

**SALARY LEVEL: NINE (09)**

**SALARY: R382 245 (Basic salary per annum 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 relevant qualification at National Qualifications Framework (NQF) Level 8 as recognised by South African Qualifications Authority (SAQA).
- Five (5) years' experience within a legal environment of which three (3) years must in conducting of investigations.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA, 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**

- Coordinate the development of tools, procedures, strategies and policies for successful complaints
- Investigate resolve complaints
- Coordinate enforcement processes

**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 PAGE 9 -12**

<b>POST:</b>	<b>MANAGER: FACILITIES</b>
<b>REFERENCE:</b>	<b>IR8/09/2022</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)</b>
<b>SALARY LEVEL:</b>	<b>ELEVEN (11)</b>
<b>SALARY:</b>	<b>R755 255 (An all-inclusive remuneration package and not negotiable)</b>

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

- Ensure the provision of facilities management in line with applicable prescripts
- Monitor and report on all major projects on office space undertaken of the Information Regulator.
- Develop and monitor the implementation of the facilities maintenance plan.
- Manage and lead the acquisition of new facilities in line with applicable prescripts.
- Prepare and manage the facilities maintenance plan and budget.
- Manage reception, food-aid and cleaning services.

- **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 PAGE BELOW.**

### 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 <https://info regulator.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.
- **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 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.
- 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.org.za or SSithole@infoRegulator.org.za***

**CLOSING DATE: FRIDAY, 14 OCTOBER 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 House

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.