



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg 2001
PO Box 31533
Braamfontein, Johannesburg
2017
E-mail: 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, 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:

POST: SECRETARY

DIVISION: POPIA

REFERENCE: IR6/08/2023

SALARY LEVEL: FIVE (05)

CENTRE: HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)

SALARY: R202 233.00 (Basic salary per annum plus benefits and not negotiable)

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

REQUIREMENTS

- Matric certificate plus equivalent in related field rated at National Qualifications Framework (NQF) Level Five (5) as recognised South African Qualifications Authority (SAQA).
- 2-5 years' experience in rendering a secretarial support service to Senior 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 secretarial 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

Office management and administration, Planning and Organising, Computer literacy with advanced knowledge of Microsoft packages and good typing skills, Ability to conduct basic research, Time management, Good Interpersonal relations, Excellent Communication (writing and verbal) skills with experience in reporting writing, Good telephone and office etiquette.

KEY PERFORMANCE AREAS

- Provide secretarial support to the Senior Managers.
- Receive and make telephone calls on behalf of the Senior Managers.
- Effectively manage diary and all activities for Senior Managers.
- Render administrative support such as coordination of travel and accommodation as well as prepare travel claims for the Senior Managers.
- Provide logistical support with regard to the administration of the budget for the Senior Managers.
- Provide support to Senior Managers regarding meetings and ensure that minutes are timely prepared.
- Receive written correspondences and direct them to Senior Managers and follow-up of responses.
- Prepare submissions and letters on behalf of the Senior Managers.
- Perform other administrative duties assigned by the Senior Managers

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

Recruitment2@infoRegulator.org.za

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 or <https://infoeregulator.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 for permanent positions must 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, 08 SEPTEMBER 2023 AT 16:30

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 Phuti Boshomane and Mr Sibusiso Sithole**

INFORMATION REGULATOR

Human Resource Management

27 Stiemens Street

JD House
use, 4th 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.