



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

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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 Woodmead, 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: People with disability and Women are encouraged to apply.

For detailed information please visit our website www.infoeregulator.org.za vacancies.

EXTERNAL/INTERNAL ADVERT

POST: ASSISTANT MANAGER: SALARIES
REFERENCE: IR1/12/2025
CENTRE: WOODMEAD, JOHANNESBURG
SALARY LEVEL: 09
SALARY: R468 459.00 (Basic salary per annum and not negotiable)
The successful candidate will be required to sign a performance agreement annually.

REQUIREMENTS

- Matric certificate plus three (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Financial Accounting or Financial Management or Cost and Management Accounting at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA);
- Minimum of three (3) years' experience in Salaries or Financial Accounting;-and
- Knowledge and experience of SAGE, Basic Accounting System (BAS) 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 and invoices on the accounting system;
- Oversee quality assurance of all payroll transactions;
- Authorise reimbursement transactions on the accounting system;
- Oversee the reconciliation of transactions interface on the payroll (PERSAL) with the accounting system (BAS);
- Approve and Authorise 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;
- Approve transaction on Persal, BAS and Sage System;
- Supervise process to ensure an effective Financial Accounting; and
- Provide inputs to the Financial Statements.

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

Recruitment1@infoRegulator.org.za

IMPORTANT INSTRUCTIONS TO CANDIDATES

- All the above-mentioned positions are permanent, and appointments 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. The new application form can be downloaded:**
<https://info regulator.org.za/vacancies/>
- Received application with an incorrect application form will not be considered.
- Attach completed new application form for employment and a detailed 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.
- **Ensure that the 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.**
- Candidates are advised that Parts A, B, C and F are **compulsory**. Part D is **not compulsory** if you have information on the CV.
- 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 must indicate their current Salary Notch on their CV, particularly on employment history.**
- Candidates must 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.
- **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 Criminal Record Checks, Reference Checks, Citizenship and Qualifications Verification.
- Successful candidates will serve probation for a period of twelve (12) months.
- The successful candidate will be required to enter an employment contract and sign a Performance Agreement on an annual basis.
- It is the Regulator's intention to promote equity and representivity through the filling of this post 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.
- ***Enquiries related to the above post may be directed to Mmadibana@info regulator.org.za***

CLOSING DATE: 22 DECEMBER 2025

Applications for this position must be submitted by email at – Recruitment1@infoRegulator.org.za. No deliveries will be accepted. Only applications submitted to this email address will be accepted.

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.