



AFRICAN OMBUDSMAN RESEARCH CENTRE

African Ombudsman and Mediators' Association
(Public Protector South Africa is a member of AOMA and is managing the
Centre on behalf of AOMA)

Do you share our vision of governance with integrity and justice in Africa?
Are you passionate about human rights, public integrity, accountability and administrative justice?
Do you want to make a difference in the African renaissance?

The following contract positions are available at the African Ombudsman Research Centre, which is based in the School of Law at the Howard College Campus of the University of KwaZulu-Natal in Durban, South Africa. Individuals with the right skills, commitment and drive to succeed are invited to apply.

EXECUTIVE DIRECTOR: AFRICAN OMBUDSMAN RESEARCH CENTRE

Re-advertisement

(3-year performance-based contract)

All-inclusive salary package: R1 598 520 per annum (negotiable)

(Ref. AORC 01/06/2014) • Durban

Requirements: • A postgraduate qualification in Law or Political Science, together with a minimum of 5 years' experience in a Good Governance and Ombudsman environment and a minimum of 5 years' experience at Senior Management level in a Public Service and Administration or Ombudsman office • Training and academic experience or research organisation work will be advantageous • Proficiency in English and/or French will be preferred • Proficiency in Portuguese and Arabic will be an advantage • Strong strategic thinking and leadership abilities • Financial management skills • The ability to engage with and establish networks in Africa • Excellent communication skills • Willingness to work in a small, dynamic and cross-functional team • Negotiation, research and analytical skills.

Key responsibilities: • Develop, review and implement the AORC strategic plan and report to the AORC Board and the Dean and Head of the School of Law • Manage the operations of the African Ombudsman Research Centre, which includes the provision of communication, advocacy, training and research services, as well as oversight and improvement of the functionality and operations of the African Ombudsman Research Centre • Establish and maintain professional relationships, networks and partnerships with regional and international organisations and other training and research institutions relevant to the work of the AORC • Manage the human, financial, physical and information resources of the AORC • Ensure compliance with the governance and reporting requirements of the AORC • Ensure the financial and administrative sustainability of the AORC • Raise funds for, market and promote the AORC • Provide support and advice to the AOMA Executive Committee on the functionality of the AORC • Implement all AORC Board and AOMA Board decisions.

NB: Candidates who responded to the previous advertisement may re-apply.

DEPUTY DIRECTOR: AFRICAN OMBUDSMAN RESEARCH CENTRE

(3-year performance-based contract)

All-inclusive salary package: R532 278-R627 000 per annum

(Ref. AORC 02/06/2014) • Durban

Requirements: • A graduate qualification in Law or Political Science, together with a minimum of 3 years' experience in a good governance environment and 3-5 years' experience at middle management level in public service and administration • Experience in an academic institution or research organisation will be an advantage • Proficiency in English and French will be preferred • Proficiency in Portuguese and Arabic will be an advantage • Management and leadership abilities • Sound financial management skills • The ability to engage with and establish networks in Africa • Excellent communication skills • Willingness to work in a small, dynamic and cross-functional team • Negotiation, research and analytical skills.

Key responsibilities: • Report to the Executive Director of the AORC • Manage and coordinate the training, research and advocacy programmes of the AORC • Manage the AORC research resources and information centre • Ensure the effective provision of secretarial services to the AORC Board • Manage projects and the daily operations of the AORC in line with the approved Operational Plan • Facilitate effective communication with AOMA member countries • Initiate and implement research and advocacy programmes directed at promoting the values of AOMA and AORC on the African continent.

ADMINISTRATION & COMMUNICATION OFFICER

(3-year performance-based contract)

Basic salary: R227 802-R268 338 per annum (Ref. AORC 03/06/2014)

• Durban

Requirements: • A National Diploma/B degree in Communications/Marketing/Public Relations or equivalent qualification, coupled with at least 3-5 years' experience in an administration or communication environment • Professional proficiency in English will be preferred • The ability to communicate in at least one other official African Union language, preferably French, will be an added advantage • Strong communication and administration skills • Computer literacy • Experience in using publishing and communication software • Excellent customer focus and interpersonal relations • Good telephone etiquette • The ability to work with diverse stakeholders in Africa • Willingness to work in a small, dynamic and cross-functional team.

Key responsibilities: • Provide administrative and communication services to the African Ombudsman Research Centre • Establish a database of AOMA member states, partners and relevant organisations • Maintain a system for registering, keeping record of and communicating with AORC stakeholders • Manage the fund and scholarship programme for delegates and students of the AORC • Maintain the AORC's website • Develop and implement a communication strategy and plan for the AORC • Conduct advocacy programmes to promote the values of AORC and AOMA • Make logistical arrangements for training programmes, seminars and conferences of the AORC.

ADMINISTRATIVE ASSISTANT

(3-year performance-based contract)

Basic salary: R148 584-R175 023 per annum (Ref. AORC 04/06/2014)

• Durban

Requirements: • A National Diploma in Public Administration/Secretarial Services or equivalent qualification, together with a minimum of 2-3 years' secretarial or administrative work experience • Professional proficiency in English and French will be preferred • Proficiency in Portuguese will be an added advantage • The ability to communicate effectively • Strong customer focus • Computer literacy • Willingness to work in a small, dynamic and cross-functional team.

Key responsibilities: Provide secretarial and administrative support, as well as reception and office administration services to the African Ombudsman Research Centre, including: • Maintaining a system for recording and archiving the AORC's files and documents • Procuring and controlling the AORC's office supplies • Supporting the logistics for training programmes, seminars and conferences • Making travel and accommodation arrangements for AORC staff, delegates and students • Providing reception services and secretarial and administrative support to the AORC and its staff.

Enquiries: Mr S Lentsoane or Mr S Maredi, tel. (012) 366-7079/7146

Note: All appointments will be done in terms of the AOMA Constitution and Executive Committee Resolutions, as well as AORC Board decisions. A 6-month probation period, which may be extended to 12 months, will be applicable. The successful candidates will be expected to sign secrecy declaration forms and performance agreements within 3 months of accepting the positions.

All successful candidates will have to undergo security clearance and vetting. Candidates may be subjected to competency assessments.

AORC reserves the right not to fill the vacancies. Correspondence will be limited to short-listed candidates. Should you not be contacted within 3 months, please consider your application unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references (including certified copies of qualifications and ID document).

The AORC is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to candidates whose appointment or promotion meet the requirements for Employment Equity.

Interested candidates should forward their applications, including cover letter, CV and certified copies of Identity Document and qualifications, to Ms Tebogo Maepa, Private Bag X677, Pretoria 0001 or hand deliver to Public Protector House, Hillcrest Office Park, 175 Lunnon Road, Hillcrest, or e-mail to recruitment@pprotect.org

Closing date: 20 June 2014

