



# INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information  
and effective access to information

Address: JD House, 27 Stiemens Street  
Braamfontein, Johannesburg, 2001  
P.O. Box 31533  
Braamfontein, Johannesburg, 2017  
Email: [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, 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: People with disability are encouraged to apply. For detailed information please visit our website [www.infoeregulator.org.za](http://www.infoeregulator.org.za) vacancies.*

## **ADVERTISEMENT OF VACANCIES**

**POSITION:** OFFICE MANAGER: OFFICE OF THE CEO  
**REFERENCE:** IR3/05/2024  
**DIVISION:** OFFICE OF THE CEO  
**SALARY LEVEL:** ELEVEN (11)  
**CENTRE:** HEAD OFFICE: BRAAMFONTEIN (JOHANNESBURG)  
**SALARY:** R 849 702. 00 (all-inclusive package per annum and not negotiable)

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

### **REQUIREMENTS**

- Matric Certificate plus National Diploma or Bachelor's degree in Public Administration/Management or Office Management/Administration or Secretarial Diploma or equivalent relevant qualification at National Qualifications Framework (NQF) Level six (6) as recognised by South African Qualification Authority (SAQA).

- Five (5) years' experience in the administration field of which three (3) years must be in rendering Senior Management/Executive Support;
- Certificate in Microsoft office or typing will be added advantage;
- Knowledge of Acts, Regulations, Policies and Procedures governing the public sector;  
and
- Knowledge of office administration and interaction with clients and stakeholders.

## **SKILLS AND COMPETENCIES REQUIRED**

Knowledge of POPIA, PAIA and PAJA, knowledge of relevant laws and Acts of Parliament, Regulations, Policies and procedures, Advanced knowledge of Microsoft packages and excellent Communication skills (writing and verbal), Analytical skills. Interpersonal relations skills, presentation skills, pay attention to detail, time management, and ability to work under pressure. Office management and administration, good telephone etiquette, computer literacy and good typing skills, Ability to conduct basic research, networking, planning and organising, relationship management and experience in reporting writing.

## **KEY PERFORMANCE AREAS**

- Development and maintenance of processes, systems and guidelines related to document management;
- Provide Parliamentary support to the Office of the CEO;
- Coordinate the involvement of the CEO in the governance structures of the Regulator;
- Analyse and draft reports from Divisions within the Regulator;
- Planning and assurance responsibilities; and
- Management of resources.

**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 3- 5**

## 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 form can be downloaded at [www.dpsa.gov.za-vacancies](http://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.
- **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 SSithole@infoRegulator.org.za or PSBosmomane@infoRegulator.org.za***

**CLOSING DATE: FRIDAY, 21 JUNE 2024 AT 16H30**

**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, 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.