

## ADVERT

The Special Investigating Unit (SIU) is an independent statutory body that was established by the President in terms of the Special Investigating Units and Special Tribunals Act no. 74 of 1996. The primary mandate of the SIU is to investigate allegations of corruption, malpractice and maladministration in government departments, municipalities and State Institutions, State Owned Entities, and to recover financial losses suffered by State institutions.

**SENIOR MANAGER: IN THE OFFICE OF HEAD OF SIU  
PERMANENT  
GAUTENG, Head Office (REF NO. SIU21/03/005)**

**Salary TBC per annum**

**Main purpose:** Reporting directly to the Head of the SIU (SIU) the incumbent will manage and co-ordinate the HoU's Office to ensure its effective operation within the organisation. The incumbent will act as a liaison person to HoU's stakeholders, draw up meeting agendas and monitor EXCO meeting and other HoU's related deliverables.

**Minimum qualification and experience:** LLB or related NQF 8. LLM or MBA would be an added advantage. 5 – 8 years' experience as a Chief of staff, or providing executive support to Chief Executive / to the executive level. At least 4 years management experience. Experience in similar industry or legal environment will be an added advantage.

**Key performance areas (include but not limited to):** Administration Support to HoU. Project, Budget and people Management. Stakeholder Management in HoU's office. Organisation Alignment. Executive Alignment. Legal Research to support the decisions and reports of the HoU and his office.

**Technical skills:** Organisational. Communication. Interpersonal. Presentation. Report writing. Management. Time management. Planning and organising. Relationship management.

**Required knowledge and behaviour (include but not limited to):** Legal and research skills. Exceptional relationship management skills. Good judgment and inter-personal skills. Experience in company secretarial matters is essential. Excellent organizational and planning skills. Excellent time management skills. Ability to meet deadlines. Flexibility, ability to adjust priorities in a fast moving environment. Integrity and ability to manage confidentiality. Demonstrated ability to capture key elements and decisions points, supported by good communication skills both verbal and written. Self-starter, able to gather critical information. Effective team player, able to manage stress and positively shape his/her environment. Work is generally of a critical or confidential nature. Strong synthesis and top-down communication approach. Ability to influence and negotiate with key stakeholders internally and externally. Comfortable with ambiguity and change. Data analysis skills. Strong drive and commitment. Team player. Attention to detail. Deadline driven. Collaborative. Customer focused. Work under pressure. Results oriented. Confidentiality

Applications for this post can be forwarded to [recruitment1@siu.org.za](mailto:recruitment1@siu.org.za)

**Closing Date: 17 December 2021**

## PLEASE NOTE:

- The appointment of candidates will be at the Unit's sole discretion and the Unit reserves the right not to make an appointment.
- The SIU encourages electronic applications (email). Please seek the assistance to assist you in your application, should you not have access to electronic means.
- All applicants **must** complete the SIU Application form. Application Form can be downloaded from <https://www.siu.org.za> or visit SIU's file share on <https://siushare.siu.org.za> (Click on Enter as Guest).
- The SIU is an Anti-Corruption Investigating Unit and requires applicants to make a full and frank disclosure in their application form.
- Fraudulent qualifications or documentations will automatically disqualify candidates.
- All candidates will be subjected to integrity screening procedures and a favourable end report is essential.
- Other critical positions may be subjected to vetting procedures after appointments.
- Correspondence will be limited to shortlisted candidates only. Please be advised that applications received means that processing may take some time. Candidates who have not been contacted within three (3) months of the closing date should consider their applications unsuccessful.
- **POPIA disclaimer:** In line with Protection of Personal Information Act, 4 of 2013 by applying for this position it is accepted that you have consented to your personal information being used and kept for the purposes of processing your application. The SIU will ensure the protection and safeguarding of personal information and all information collected will not be shared with any third parties or be used for the purposes other than for the purpose it was intended.
- The SIU is committed to equality, employment equity and diversity. Preference will be given to persons from designated group in particular Africans and people with disabilities in line with the SIU Employment Equity Plan.
- The salary offered will be in line with SIU approved salary scales, which may change subject to relevant approvals and annual increases.
- Late applications will not be considered after the closing date.