

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Applications must be submitted on a covering letter. A detailed CV, certified copies not older than six months of qualifications, ID and other related documents should be attached to your covering application letter. Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to Ms T Mohlaloga at Tina.Mohlaloga@dcs.gov.za. Contact persons: Mr Y Naidoo 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 307 2174.
- CLOSING DATE** : 05 August 2024 @ 15h45.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in constituting the risk management committee. It is our intention to promote representivity in respect of race, gender and disability. In support of this strategy, applicants need to indicate race, gender and disability status on the application letter/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints may be taken on the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Some of the posts below are re-advertised, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill these posts. The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as Chairperson of its Audit Committee for a period of three (3) years:

OTHER POSTS

- POST 26/01** : **CHAIRPERSON OF AUDIT COMMITTEE**
(Three (3) Year Contract)
- SALARY** : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : National Head Office, Pretoria
- REQUIREMENTS** : An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Information and Communication Technology. Five (5) years' experience as a member of an Audit Committee in the public sector. Additional five (5) years' experience as an Audit Committee Chairperson. In-depth knowledge of the PFMA and its regulations as well as other governing prescripts applicable to the department. Membership of a Public Sector Audit Committee will be an added advantage. A valid and unendorsed code 8 driver's license. Competencies And Attributes: Integrity, reliability, good communication, interpersonal and leadership skills. Exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer. Professional approach to duties, including commitment of time and effort. Ability to encourage openness and transparency. Ability to work constructively with management. Prospective candidate should possess the following: Broad business, corporate governance and/or financial management experience. Public sector experience. An understanding of the business in which the organisation operates. Familiarity with risk management practices. An understanding of internal controls. An understanding of major accounting practices and public sector reporting formats. Familiarity with legislative requirements. Understanding of the roles of internal and external audit Good understanding of the control framework.
- DUTIES** : Responsibilities: Chair audit committee meetings. Advise the Accounting Officer and Management on audit related and governance matters. Independent advisor on matters relating to, inter alia, internal audit, external audit, accounting policies, financial and non-financial information. Effective governance and compliance with applicable legislation and prescripts. Evaluate the adequacy of the organisation's control environment. Attend meetings as often as required but at least five (5) times in a year and be flexible with time. Perform duties in accordance with the Audit Committee Charter.
- ENQUIRIES** : Mr Y Naidoo Tel No: 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 3072174.

- NOTE** : Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.
- POST 26/02** : **MEMBERS OF AUDIT COMMITTEE**
(Three (3) Year Contract)
- SALARY** : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
CENTRE : National Head Office, Pretoria
REQUIREMENTS : Applicants should be in possession of any of the listed qualifications: B. Compt/B. Com in Accounting or Internal Auditing, B. Com (Hons), BSc Computer Sciences, BSc (Hons) MBA, LLB and additionally any of these qualification CA (SA), CCSA, CIA, CISA, CRISC, CGEIT, CISSP, pupillage certifications. Experience in any of the following fields: IT Audit (Strategic, Operational and Technical), IT Governance, IT Security, Large Scale IT Application Development and Implementation Programmes. Risk management, internal controls and governance processes. Core business of the Department of Correctional Services and appropriate experience in the environment. Performance management. Financial management. Internal and external auditing. Legal services. Relevant senior management experience and public sector experience would be preferred for this role. Preference will be given to candidates who demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee and experience in serving on Audit Committees.
- DUTIES** : Responsibilities: As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit Committee will: Assist the Chairperson in the effective execution of his/her responsibilities with the ultimate aim of the achievement of the organization's objectives. Review the coordination of audit efforts to ensure completeness of the coverage and promote the effective use of the audit resources. Review adequacy and effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls. Review the quality of the financial and other management information produced to ensure integrity, reliability, and accuracy thereof. Review any accounting and audit related significant findings and recommendation of the internal and external auditors together with management's responses thereto. Examine and review the annual financial statements before final approval thereof. Review compliance with legal and regulatory provisions. Review any significant incidents of a criminal or irregular nature.
- ENQUIRIES** : Mr Y Naidoo 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 3072174.
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