

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 30 May 2025
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Only a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the

employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POST

<u>POST 16/371</u>	:	<u>RISK AND ETHICS MANAGEMENT COMMITTEE CHAIRPERSON REF NO: NCDEDAT/2025/03</u>
<u>SALARY</u>	:	Will be guided by the Treasury Regulations. Consideration will also be given to preparation for meetings and the use of the candidate's personal tools of trade such as laptop and data. Terms Of Employment: The appointment will be for a period of three (3) consecutive years (financial years 2025/26 – 2027/28). The successful candidate will be required to sign a Service Level Agreement / Contract with the Department.
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	A postgraduate qualification in Risk Management, Internal Auditing, Accounting, Economics, Business Administration or a Law degree. A professional designation such as CA, CIA, CRM Prac or CRM Prof and membership at a professional institution will be an added advantage. At least ten (10) years' experience at a Senior Management level within the fields of Strategic Management, Risk Management, Internal Auditing, Financial Management or Business Management. Must have served for at least a period of 3 years on oversight structures such as Risk Management Committees, Audit Committees, Ethics Management Committees and/or Top Management Committee. Skills & Knowledge: Analytic reasoning abilities and good communication skills; Interpersonal relations; Tolerance; Productivity; Research methodology skills; Plan and Organise; Project management skills; Report writing; Understanding of the Public Finance Management Act (PFMA) and its Regulations, Public Service Regulation, Modified Cash Standards, National Public Sector Risk Management Framework, Internal Auditing Standards, Medium-Term Development Plan, National Development Plan. Any other regulations and prescripts governing the Public Service.
<u>DUTIES</u>	:	Assist the Accounting Officer in the effective execution of his responsibilities for risk and ethics management. Execute risk and ethics management committee oversight responsibilities in accordance with the Public Sector Risk Management Framework (PSRMF), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Treasury Regulations (TR) and the approved departmental risk and ethics management committee charter. Review and recommend for the approval of the Accounting Officer the departmental risk management framework (Enterprise Risk Management (ERM) Policy, ERM Strategy, ERM Annual Implementation Plan, ERM Guidelines, Risk Appetite and Tolerance limits, risk identification and assessment methodologies, Risk and Ethics Management Committee Charter) and the Ethics Management Strategy. Evaluate the extent and effectiveness of the integration of risk and ethics management within the Department. Assess the implementation of the risk management policy and strategy (including the implementation plan). Evaluate the effectiveness of the risk mitigation strategies implemented to address the risks of the Department. Review the material findings and recommendations by assurance providers on the systems of risk and ethics management and monitor the implementation of such recommendations. Develop its own key performance indicators for approval by the Accounting Officer. Interact with the Audit Committee to share information relating to the material risks of the Department. Provide timely, accurate, and useful reports to the Accounting Officer on the state of risk and ethics management together with accompanying recommendations to address any deficiencies identified by the Committee. Provide advice/guidance on the setting of the risk appetite and risk tolerance levels. Review audit reports and audit action plans detailing the adequacy, effectiveness and implementation of action plans (risk mitigations). Report to the Accounting Officer any material changes to the risk profile of the Department. Set and agree on an agenda for each meeting in collaboration with the secretariat and committee members. Take all reasonable steps to encourage the participation of all committee members in the Committee meetings and facilitate free and constructive discussions. Regularly maintaining a good relationship with the secretariat (Chief Risk Officer) to ensure the timeous finalization of Committee report, logistics and any other requests and commitments. Meetings: The Committee will meet at least four times in a financial year in accordance with the approved risk and ethics

management committee charter. The Risk and Ethics Management Committee meetings will be conducted in-person and virtually (MS Teams). Reimbursement for any travelling expenses incurred (in-person meetings) will be done in terms of the approved rates and the approved travel and subsistence policy of the Department.

ENQUIRIES

: Mr R. Moses Tel No: (053) 839 4003 rmoses@ncpg.gov.za