



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

PRIVATE BAG X0029 • BHISHO • 5605 • REPUBLIC OF SOUTH AFRICA
www.ectreasury.gov.za

DIRECTOR: INTERNAL AUDIT & ORGANISATIONAL RISK MANAGEMENT

(SALARY LEVEL 13) SALARY R864 177per annum (all-inclusive salary package (including basic salary =70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structured according to the individual's needs)

The position reports directly to the HOD of the Eastern Cape Provincial Treasury and to the Audit Committee and must ensure that an effective internal audit and risk management service is rendered to the Eastern Cape Provincial Treasury.

REQUIREMENTS: A B Com or B Tech with Auditing or Accounting as major subjects plus a minimum of 5 years middle/senior management level experience in Auditing or related field. Postgraduate qualification in Auditing / Accounting and CIA or CA(SA) will be an added advantage.

COMPETENCIES:

- Proven experience related to main objectives / outputs.
- In-depth understanding of legislative framework that governs the Public Service ie Public Service Act , Public Service Regulations ,Public Finance Management Act, Internal Audit Regulatory Framework and Policies, Risk Management Policies, National and Provincial Treasury Regulations.
- Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology, Internal Audit regulatory frameworks and policies, Practice of Internal Auditing, Risk Management Strategy, Enterprise Risk Management (ERM) Support , Enterprise Risk Management (ERM)Process, Anti-Fraud Process, Enterprise Risk Management Concepts, framework (COSO) and methodologies.
- A valid driver's licence is essential.

KEY PERFORMANCE AREAS:**MANAGE THE PROVISION OF INTERNAL AUDIT SERVICES IN THE DEPARTMENT**

- Develop the 3 year rolling audit plan
- Ensure availability of appropriate resources completion of the audit plan
- Institute Audits as requested or as deemed appropriate
- Ensure the development / refinement of audit programmes
- Monitor progress and completion of the audit plan
- Ensure provision of reports to relevant Managers
- Follow up to ensure that appropriate action is taken by relevant Departmental Managers

MANAGE AND FACILITATE THE PROVISION OF ORGANISATIONAL RISK MANAGEMENT SERVICES

- Ensure the development, management and implementation of departmental risk management strategy and monitor adherence.
- Ensure the development, implementation and monitoring of fraud prevention policies, systems and maintain relevant fraud and corruption policies and acts.

MANAGE AREA OF RESPONSIBILITY

- Supervise and co-ordinate the effective and efficient running and management of the Unit
- Develop and implement service delivery improvement programmes
- Develop and supervise the implementation of the Unit's Annual Operational Plans
- Monitor and report on the implementation thereof monthly, quarterly and annually
- Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes
- Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes
- Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure
- Ensure the implementation and management of Risk, Finance and supply-chain management protocols and prescripts in area of responsibility

IMPLEMENT AND MANAGE RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY

- Identify and manage risks in area of responsibility
- Ensure timely budgeting, monitoring, variance analysis and reporting
- Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts
- Ensure the Unit's assets are managed, maintained and kept safely

Weigh up financial implications of propositions and align expenditure to cash flow projections.

DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE (ALFRED NZO DISTRICT)
(SALARY LEVEL 13) SALARY R864 177per annum (all-inclusive salary package (including basic salary =70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structured according to the individual's needs)
REF: PT 15/53

Purpose: To manage the monitoring of the implementation of the budgeting frameworks, compliance with financial management and annual reporting frameworks, the implementation of SCM and Asset Management and provide guidance and support to municipalities.

REQUIREMENTS

A B Com or B Tech in Financial Management/Financial Accounting or related field plus a minimum of 5 years middle/senior management level experience in Finance or related field. Minimum requirement competency certificate in Municipal Finance is required. Postgraduate qualification in Financial Management or Accounting will be an added advantage. Previous experience in monitoring or working in the Municipal environment is essential.

KEY PERFORMANCE AREAS:

Manage the monitoring, reporting and provision of support on the implementation of budgets and governance in municipalities. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework. Oversee the compliance with financial assets and liabilities and revenue management. Monitor and provide guidance on Supply Chain Management and Asset Management. Manage area of responsibility. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility:

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- Short listed candidates will be required to undergo competency assessments.

- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

FEMALES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AND WILL BE GIVEN PREFERENCE.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

Enquiries can be directed to Ms A.Guga, at (040) 1010 071/2

CLOSING DATE: 26 OCTOBER 2015 (NO FAXED APPLICATIONS WILL BE ACCEPTED)