



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

AUDIT COMMITTEE

CLOSING DATE: 30 NOVEMBER 2023 @ 15H45

The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as members of its Audit Committee for a period of three (3) years with effect from 01 April 2024.

Terms of Office and Remuneration: This appointment is for a period of three (3) years but may be 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. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.

Key outputs: 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 Accounting Officer (AO) in the effective execution of his/her responsibilities with the ultimate aim of the achievement of the organisation'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.

Requirements:

- 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
- Applicants should be in possession of any of the listed qualifications: Diploma, B.Compt/B.Com in Accounting or Internal Auditing, B.Com (Hons), B.Sc Computer Sciences, B.SC (Hons) MBA, LLB and additionally any of these qualification CA (SA), CCSA, CIA, CISA, CRISC, CGEIT, CISSP, pupillage certifications. As well as the relevant senior management experience and public sector experience would be preferred for this role. In addition to the above, 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 alternatively an experience in the Department of Correctional Services at SMS level 15 or above.

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) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Public Sector Audit Committee Forum's Audit Committee Member Competency Framework in filling of these vacancies. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions. 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. As an enhancement in terms of best governance practices, applicants who are former employees of the Department of Correctional Service must not have been in the employ of the Department at any time during the previous three financial years (the current financial year included).

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 to these posts 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 interview.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Only a comprehensive CV should be attached to your application letter. Only shortlisted candidates will be required to submit certified copies not older than six (6) months of qualifications and other related documents on or before the day of the interview. Faxed and emailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CVs should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB: Indicate the position you are applying for on your application letter and post your complete application to the address as indicated below:

Postal Address: National Head Office: The Chief Audit Executive, 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.

Contact persons: Ms. Sonia Bere 012 307 2288, email address: Sonia.bere@dcs.gov.za