



**DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 11 NOVEMBER 2019 @ 15H45**

**CHAIRPERSON:
INDEPENDENT RISK MANAGEMENT COMMITTEE (3 YEARS CONTRACT)**

- National Head Office: [Ref: HO 2019/10/20]

In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Correctional Services requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

APPOINTMENT REQUIREMENTS:

The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King IV report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector.

QUALIFICATIONS:

An undergraduate qualification and post graduate qualification (NQF level 08) as recognised by SAQA in Auditing, Risk Management or Business Administration. CIA, CA, CRM will be an added advantage. The ideal candidate should have 8-10 years' experience gained at a Senior Managerial level within Strategic/Risk Management and/or an Auditing/Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous.

DUTIES:

The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives.

The incumbent's duties will be to:

- Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department.
- Provide guidance on integration of risk management into planning, monitoring and reporting processes.
- Provide advice/guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures.
- Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance.
- Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.
- Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).
- Report annually to the Executive Authority through Audit and Risk Committee.

MANAGEMENT OF THE COMMITTEE:

- Take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations.
- Calling and chairing quarterly meetings.
- Act as liaison between the Accounting Officer and Audit Committee.
- Maintain ethical and responsible decision-making framework at committee level and address any unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner.
- Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions.

RUNNING MEETING:

- Set an agenda for each meeting.
- Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and

- Maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed.

TERM OF APPOINTMENT:

Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk Management Committee has four statutory meetings per annum and additional meetings be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

REMUNERATION:

Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.

APPLICATIONS:

A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, certified copies of qualification including an identity copy and drivers licence, should be submitted.

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 filling of these vacancies. It is our intention to promote representivity 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 form/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.

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

Please Note: All copies attached must be certified a true copy of the original and not older than three months. Faxed and e-mailed applications will not be accepted. • 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. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **11 November 2019 @ 15h45.**

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

HEAD OFFICE: 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). **Contact persons:** Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

