



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 24 APRIL 2025 @ 15H45**

#### **CHAIRPERSON OF INDEPENDENT RISK MANAGEMENT COMMITTEE**

#### **THREE (3) YEAR CONTRACT**

National Head Office: [Ref: HO 2025/04/01]

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.
- Ensures that the internal audit function's role and mandate are reviewed and approved, as well as the annual internal audit plan.
- 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).
- Ensures that the committee oversees compliance with relevant regulations and legal requirements.
- Report annually to the Executive Authority through Audit and Risk Committee.
- Ensures that the committee reviews and approves risk policies and controls to ensure they are effective in mitigating risks.

#### **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 Audi 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 THE 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.

## **CHAIRPERSON OF ICT STEERING COMMITTEE**

### **THREE (3) YEAR CONTRACT**

National Head Office: [Ref: HO 2025/04/02]

The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as a Chairperson of ICT Steering Committee for a period of three (3) years.

#### **MINIMUM JOB REQUIREMENTS**

##### **QUALIFICATIONS**

- A post-graduate degree in Information Communication Technology (ICT) or Computer Science or equivalent qualification with expertise in Information Communication Technology (ICT).
- A Master's degree in Computer Science or ICT and membership with a relevant professional body will serve as an advantage.
- Minimum of eight (8) years' experience in an IT role at Senior Management level gained within either of the following areas – IT governance principles and processes, IT policy frameworks and best practices, IT Risk Management, Cyber Security: Enterprise and IT architecture and implementation of IT Strategies and plans.
- Must have an exposure of (5) years' experience serving as ICT Governance Chairperson in the public sector environment.
- Additionally, any of these qualifications COBIT, CISM, CISSP, CICP, CISA, CRISC and CGEIT certifications will be an added advantage.
- Previous experience of serving as a member or chairperson of an ICT Steering Committee or on an Audit Committee providing ICT expertise from an oversight perspective.
- A valid and unendorsed code 8 driver's license.
- The appointment will be supported by the terms of reference and a contract.

##### **EXPERIENCE**

- 8 years or more management experience at a senior management level related to ICT, of which three years must have been spend as a chairperson overseeing IT functions
- Proficiencies in governance -related frameworks like COBIT 2019,
- At least five years proven knowledge and understanding of King IV Report on Corporate Governance requirements, Treasury Regulations, PFMA and Government related legislation, policies and processes.
- Experience in public sector, the State Information Technology Agency (SITA), in depth knowledge of IT Governance, Cybersecurity, strong understanding of IT Budgeting and Supply Chain Management processes in Government will serve as an added advantage.
- Expertise in Artificial Intelligence (AI), Data Analytics, Integrating Technology into business processes.
- A demonstrated track record of diligence and integrity.
- Strong leadership, excellent communication skills and interpersonal skills.

##### **REQUIRED SKILLS AND ATTRIBUTES**

Strong and dynamic leadership skills, analytical; reasoning ability, Integrity, good interpersonal and communication 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. Expertise in relation to DPSA Corporate Governance of ICT Framework, COBIT, ITIL and relevant ISO Standards. Expertise in ICT investment and monitoring the management and mitigation of ICT risks as well as cyber security.

#### **DUTIES**

- Provide oversight on the management and use of ICT in the department.
- Reviews the funding approach and long-term sustainability (technological, financial and cyber resilience) for proposed initiatives.
- Providing strategic leadership towards the digitalization of the department, including ICT projects and services.
- Monitoring the joint ICT planning and resourcing of the ICT programme across the department.
- Monitoring the implementation of approved plans, policies and strategies.
- Monitoring that ICT related business risks are mitigated, benefits realization from the ICT investments (portfolio of ICT projects), and audit issues from assurance providers are achieved and
- Providing recommendations and reporting to EXCO on pertinent ICT issues, including ICT strategies and plans. Experience in serving as a governance structure in a government institution will be an added advantage.
- Communicates approved changes that may have an impact on existing technology services and Officewide strategies.
- Continuously Improves the ICT governance process.

#### **TERM OF APPOINTMENT**

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.

#### **REMUNERATION**

The remuneration shall be in line with the Accounting Authority approved remuneration policy aligned to National Treasury remuneration directives.

### **DEPUTY CHAIRPERSON OF AUDIT COMMITTEE**

#### **THREE (3) YEAR CONTRACT**

National Head Office: [Ref: HO 2025/04/03]

The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as Deputy Chairperson and a Member of the Audit Committee for a period of three (3) years.

#### **APPOINTMENT REQUIREMENTS**

- An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Information and Communication Technology or equivalent.
- Five (5) years' experience as a member of an Audit Committee in the public sector.
- Additional three (3) 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 recognized professional bodies.
- Additionally, any of these qualifications CA (SA), CCSA, CIA, CICP, CISA, CFE and pupillage certifications will be an added advantage.
- A valid and unendorsed code 8 driver's license.
- The appointment will be supported by the terms of reference and a contract.

#### **REQUIRED SKILLS 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**

- Deputize the Chair of the Audit Committee.
- Chair the meetings when the chairperson is not available.
- Effective governance and compliance with applicable legislation and prescripts.
- Evaluate the adequacy of the organization'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 approved Audit Committee Charter.

#### **TERM OF APPOINTMENT**

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.

#### **REMUNERATION**

Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.

#### **MEMBER OF AUDIT COMMITTEE**

#### **THREE (3) YEAR CONTRACT**

National Head Office: [Ref: HO 2025/04/04]

The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as member of its Audit Committee for a period of three (3) years.

#### **APPOINTMENT 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**

**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.

## **TERM OF APPOINTMENT**

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.

## **REMUNERATION**

Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.

**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.**

**Applications:** A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, should be submitted. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.

**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 [NationalOfficeHRM@dcs.gov.za](mailto:NationalOfficeHRM@dcs.gov.za). Contact persons: Mr Y Naidoo (012) 307 2079 or Ms T P Baloyi on (012) 305 8589.

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 the closing date of **24 April 2025 @ 15h45.**

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

