

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION : Ms E Steenkamp

CLOSING DATE : 03 February 2017

NOTE : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 03/42 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: A1/2017/A**
(Twelve months fixed-term contract)
Chief Risk Office

SALARY : R311 784 per annum plus 37% of salary in lieu of benefits

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : An appropriate recognised Bachelors Degree in Risk Management /Internal Audit/ Economics or equivalent qualification Plus sufficient experience in risk management. Experience and knowledge of policy development and implementation. Knowledge of Public Service Legislative Framework, Public Finance Management Act, Treasury Regulations, King III on Corporate Governance, Public Sector Risk Management Framework and COSO Framework. Competencies: Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy development and analysis skills. Problem solving skills. Computer literacy. Analytical skills. Attributes: Interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.

DUTIES : Facilitate enterprise risk management assessments by assisting management in identifying, assessing, managing and prioritising risks in their operational areas. Coordinate and facilitate the development of risk profiles and risk management

plans, monitor implementation thereof and produce reports. Provide technical support and training to staff to build risk awareness within the Department. Apply legislation, policies and procedures. Provide technical and secretariat support to the risk management committee. Maintain and manage the departmental risk registers on Barn owl. Facilitate the development and management of an Ethics Programme in the Department.

ENQUIRIES

: Mr M Ramathopa Tel: 012 312 7972

POST 03/43

: **INTERNAL AUDITOR: GOVERNANCE AUDIT REF NO: A1/2017/B**
(Twelve months fixed-term contract)
Directorate: Governance and Performance Audits

SALARY
CENTRE
REQUIREMENTS

: R262 272 per annum plus 37% of salary in lieu of benefits
: Pretoria, HSRC Building
: An appropriate recognised Bachelors Degree or National Diploma in Auditing/Internal Auditing or equivalent qualification Plus 1-2 years experience in conducting internal audits. Knowledge of Public Service Regulatory Framework. Knowledge of the IIA Standards. Knowledge and understanding of internal audit systems and procedures. Understanding of corporate governance practices and government compliance prescripts. Registration with the Institute of Internal Auditors will be an added advantage. Competencies: Communication (verbal and written) skills. Planning and organising skills. Problem solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team players.

DUTIES

: Assist in planning audit projects in accordance with internal audit methodology. Execute audits in accordance with the approved audit framework, plan and IIA Standards. Raise findings and discuss outcomes to the client. Develop draft audit reports. Evaluate client responses to draft internal audit findings and make the necessary adjustments. Coordinate the exit meeting with clients. Conduct follow-ups on audit findings.

ENQUIRIES

: Ms C Ditinti Tel: 012 312 7230